



## Audit Committee Report to Board of Directors

**Date of Meeting/Report: @ 4:00p – 5:00p**

**Present:** Ebele Maduekwe, RN, Tanya Drake, RN, Seon Lewis-Homan, RN, Ann Fronczek, RN

**ABSENT:** Kimberly Velez, RN

**STAFF:** Jeanine Santelli, RN

**GUESTS:** Connie Perkins, RN, ANA-NY President

**What are the defined goals/objectives for the committee and with which Strategic Goal do they align?**

The goal of the Audit Committee is to review fiscal operations to ensure they are consistent with ANA-NY purposes and functions, and to ensure that proper internal budgetary controls are in place. The committee reviews the accuracy of financial accounting.

This aligns with the service goal of supporting members' needs.

**What are the success metrics/estimated timeline for those metrics for the committee?**

The committee will meet twice a year; November 2025, then March/April 2026 for the annual financial review of the independent CPA's work on ANA-NY's 990 and financial letter

**What activity has the committee completed since the last report?**

Motion to retain West & Co for 2025 Annual Financial Review and 990

Next meeting will be after the next 990 filing, late March or early April 2026.

**What resources (financial or human) are the committee requesting of the staff or BOD?**

None at this time

**Is there a motion from the committee?**

Retain West & Co for 2025 annual financial review.

**Respectfully submitted by:** Seon Lewis-Holman

**ANA-NY**  
**Governing Assembly Business Meeting**  
**October 11, 2025**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Motion/Action/Resolution</b>
Opening & Welcome	President Connie Perkins provided the opening remarks and asked for all active service members and veterans to stand to be recognized and lead the membership in the Pledge of Allegiance. Conference speaker, Janine Stange, led the membership in the singing of our national anthem. The New York City Nurses Honor Guard led the Nightingale Tribute ceremony and recognized our nurse colleagues who we have lost in the past year.	
Introductions	President Perkins introduced the 2025 ANA-NY Board of Directors and office team.	
Call to Order		President Perkins called the Governing Assembly Business Meeting to order at 12:18 pm on Saturday, October 11, 2025.
Procedural Matters	President Perkins recognized Secretary Kimberly Velez who addressed the procedural matters, including the availability of the Annual Meeting Book of Reports on the Members Only section of the ANA-NY website and in the conference app, as well as the procedure for addressing the membership including Point of Order or Question and Motion or Discussion.	
Establishment of a Quorum	Secretary Velez read the requirements for the establishment of a quorum at the Governing	

	Assembly, which includes at least five members of the Board, one of whom shall be the President or Vice-President, and at least 25 members present at the meeting.	
Declaration of Quorum	<p><u>Board of Directors</u></p> <p><b>Present:</b> Connie Perkins (President); Tanya Drake (Vice President); Elisa Mancuso (Treasurer); Kimberly Velez (Secretary); Giselle Gerardi (Director); Seon Lewis-Holman (Director); Kerlene Richards (Director); Alison Simpson (Director)</p> <p><b>Absent:</b> Theodora Levine (Director)</p> <p><u>Membership</u></p> <p>Signed attendance indicated that more than 50 members were present.</p>	President Perkins declared a quorum present.
Acceptance of Business Meeting Agenda	President Perkins stated that the Governing Assembly Business Meeting agenda was provided in the conference app, as well as, on the Members Only section of the ANA-NY website prior to the meeting.	Motion was made and seconded to accept the Governing Assembly Business Meeting agenda as written by Sarah Kaplan and Donna Crockett. Motion carried unanimously.
Acceptance of Standing Rules	President Perkins stated that the Standing Rules of Conduct were provided in the conference app, as well as, on the Members Only section of the ANA-NY website prior to the meeting.	Motion was made and seconded to accept the Standing Rules of Conduct as written by Grace Paone and Verlia Brown. Motion carried unanimously.
<b>Special Guests</b>		
New York State Education Department (NYSED)	President Perkins welcomed Renee Gecsedi, Associate in Nursing Education from NYSED. Ms. Gecsedi gave a brief update on how the state is handling workplace violence, IV therapy, AI in Healthcare, and the amended Social Services Law for the Mandated Identification and Reporting of Child Abuse and Maltreatment/Neglect coursework. She stated that as of July 1, 2025, there were just under 65, 200 newly Registered Nurses; 465, 341 Registered	

	<p>Professional Nurses; 500 Certified Nurse Specialists; and over 47,000 Nurse Practitioners in NY. She also stated that the Office of Professions is working on how to implement the BS in 10 Law and that there might be some regulatory recommendations starting in 2026.</p>	
<p>Foundation of NYS Nurses, Nurses House, and the NYS Action Coalition (NYSAC)</p>	<p>President Perkins welcomed Executive Director, Deb Elliott, from the Center for Nursing at the Foundation of New York State Nurses (CFN) and Nurses House, and co-lead for the New York State Action Coalition (NYSAC). Ms. Elliott mentioned that the Center for Nursing recently held their 50th Anniversary Nightingale Gala.</p> <p>Nurses House celebrated their 100<sup>th</sup> anniversary last year and their annual fundraising walk at the ANA-NY conference this year was in memory of Linda O'Brien.</p> <p>The Future of Nursing: <i>Campaign for Action</i>, launched in 2010 by the AARP Foundation, AARP, and the Robert Wood Johnson Foundation (RWJF) was sunset on May 31, 2025. As a result, NYSAC is currently on hiatus, and all the state-based Action Coalitions across the county are joining the National Forum of State Nursing Workforce Centers.</p>	
<p>New York Organization for Nursing Leadership (NYONL)</p>	<p>President Perkins welcomed Treasurer, Christine Mahoney, from the New York Organization for Nursing Leadership (NYONL). Ms. Mahoney informed the members that Robert Church is their new President, and that they have over 670 members. She talked about the 3 pillars of their strategic plan, advocacy activities, and upcoming events.</p>	

<b>Reports</b>	<p>President Perkins recognized Vice President Tanya Drake.</p>	<p>Vice President Drake called on President Perkins to provide her President's report.</p>
President's Report	<p>President Perkins informed the members that her detailed report was available in the Book of Reports on the Members Only section of the website and in the conference app. She stated that she is settling into her new role and has enjoyed getting to know the ANA-NY Board members and spending time with and learning from our members. She talked about our Lobby Day in April; attending ANA Membership Assembly and Hill Day in Washington D.C.; and the newly formed Young Professionals Special Interest Group.</p>	<p>Vice President Drake returned the chair to President Perkins.</p>
Secretary's Report	<p>President Perkins called on Secretary Kimberly Velez to provide her report. Secretary Velez thanked this year's conference sponsors: Nurses Service Organization, Army ROTC, Clinical Staffing Resources, Iona University, Medtronic, Bull Moose Club, Mercy University, University at Albany College of Integrated Health Sciences, Westchester Medical Center Health Network, and The Morel Company. She informed the members that her detailed report is in the Annual Book of Reports in the conference app and on the Members Only section of the website. She stated that the Board of Directors met monthly to review the financials, receive updates on committee work, and conduct the business of the association. She highlighted a few of the Boards actions this year, which include hiring a new full-time Marketing Strategy Associate from Lawton Social, Maria Dobkowski; launching the ANA-NY app; formation of the Young Professionals Special Interest Group (SIG); sponsoring Celia McIntosh to</p>	

	attend the American Nurses Advocacy Institute 2025-2026 session; and the continued publication of JANANY along with the new Editor-in-Chief, Amanda Brown.	
Acceptance of 2024 Governing Assembly Minutes	Secretary Velez stated that the 2024 Governing Assembly minutes were posted on the Members Only section of the website prior to the meeting and are in the conference app.	Motion was made and seconded to accept the 2024 Governing Assembly minutes as written by Ann Tahaney and Gwen Anderson. Motion carried unanimously.
Treasurer's Report	President Perkins called on Treasurer Elisa Mancuso to provide her report. Treasurer Mancuso stated that the Treasurer's Report was posted in the Annual Book of Reports on the Members Only section of the website prior to the meeting and in the conference app. She stated that her report represents the income and expenses from January - August 2025 and that both the income and expenses were consistent with those from 2024. Investment income reflects modest gains of .74% throughout 2024. She reported that the Finance Committee met virtually in 2025 to review the Profit and Loss statements and the Investment portfolio. Merrill Lynch presented current standings and recommendations to the Finance Committee and Board of Directors in the Fall of 2024, where the recommendation was to maintain our investments in a moderately aggressive diverse portfolio, which has been a fruitful recommendation.	The 2026 budget will be prepared in November and submitted to the Board of Directors for approval in December 2025.
Executive Director's Report	President Perkins called on Executive Director, Jeanine Santelli to give her report. Executive Director Santelli stated that her detailed report is available in the Annual Book of Reports in the conference app and on the Members Only section of the website. She highlighted some of the goals that we have achieved based on the 2024-2027 Strategic Plan, which include	

	<p>increasing the visibility of ANA-NY to where we now have over 9,200 members (13 years ago there were only 39 founding members); providing a variety of member benefits, including the professional coaching sessions by Phyllis Quinlan; creation of the ANA-NY online store; approval of two ANA-NY white papers, which are available on our website; and continuing to grow our speakers bureau database. She also thanked Dr. Edmund Pajarillo, founding Editor-in-Chief of JANANY, without whom we would not have a journal and who donated several years of his time.</p>	
Committee Reports	<p>Full committee reports were posted in the Annual Book of Reports on the Members Only section of the website prior to the meeting and in the conference app.</p> <p><b>Standing Committees:</b></p> <ul style="list-style-type: none"> <li>• Audit</li> <li>• Bylaws</li> <li>• Finance</li> <li>• Legislation</li> <li>• Nominations &amp; Elections</li> </ul> <p><b>Other Committees:</b></p> <ul style="list-style-type: none"> <li>• Awards</li> <li>• Program</li> <li>• Nursing Education</li> </ul>	
Audit Committee Report	<p>Chair Beverly Karas-Irwin reported that the committee selected an independent CPA auditor to conduct the annual financial review, for which they received a clean review letter, and submitted the annual 990 tax form on time. She informed the</p>	

	members that 77% of our income goes to programming and 23% goes to operations.	
Bylaws Committee Report	Chair Ann Tahaney reported that the committee did not receive any Bylaws amendments this year.	
Legislation Committee Report	Chair Sarah Miner reported that the committee met monthly to review new bills as they were proposed, and that Lobbyist, Amy Kellogg, already described the committee's actions for 2025 during her Albany 411 presentation.	
Nominations & Elections Committee Report	<p>Chair Nadia Joseph reported that elections were conducted through Association Voting again this year and was pleased to announce that 398 members voted, which was a 4.4% turnout. She announced the vote counts for each candidate and encouraged members to make sure their voices are heard at next year's elections.</p> <p><b>Vote Counts:</b></p> <p><b>Vice President and ANA Membership Assembly Alternate to the President:</b></p> <p>Giselle Gerardi – 207  Darcy Bromley – 98  Matthew Hickling – 88  Abstain – 5</p> <p><b>Secretary:</b></p> <p>Kimberly Velez – 389  Abstain – 9</p> <p><b>Director-at-Large:</b></p>	<p>President Perkins declared the report accurate and the election valid. She thanked everyone who volunteered to run for office and everyone who voted and encouraged those who did not get elected this year to run for office again next year.</p>

Gwen Anderson – 220

Seon Lewis-Holman – 192

Lauren Lodico – 186

Delaney Sanders – 168

Phyllis Yezzo – 157

Ann Tahaney – 99

Grace Crockett (write-in) - 1

Kelli Baron-Cadiz (write-in) - 1

Melody Cubas (write-in) - 1

Abstain – 3

**Nominations & Elections Committee Member:**

Karine Austin – 203

Beverly Karas-Irwin – 153

Emily Tricarico – 148

Verlia Brown – 143

Michelle Edwards - 100

Melody Cubas (write-in) - 1

Abstain – 5

**Membership Assembly Representatives and Alternates:**

Anna George – 316

Giselle Gerardi – 275

Kimberly Velez – 265

Christina Bierling-Norris – 254

Elisa Mancuso – 242

Beverly Karas-Irwin – 240

Verlia Brown – 235

Ann Tahaney – 180

Melody Cubas (write-in) - 1

Rochelle P. Herring (write-in) - 1

	<p>Abstain – 8</p> <p><b>Election Results:</b></p> <p><b>Vice President and ANA Membership Assembly Alternate to the President:</b> Giselle Gerardi</p> <p><b>Secretary:</b> Kimberly Velez</p> <p><b>Directors-at-Large:</b> Gwen Anderson, Seon Lewis-Holman and Lauren Lodico</p> <p><b>Nominations and Elections Committee Members:</b> Karine Austin (chair-elect), and Beverly Karas-Irwin</p> <p><b>Membership Assembly Representatives:</b> Anna George, Giselle Gerardi, Kimberly Velez, Christina Bierling-Norris, Elisa Mancuso, and Beverly Karas-Irwin</p> <p><b>Membership Assembly Alternates:</b> Verlia Brown, Ann Tahaney, Melody Cubas, and Rochelle P. Herring</p>	
<b>New Business</b>		
Motion	Karen Ballard inquired about the motion that she proposed at last year's Governing Assembly, which was to give the ANA-NY Hall of Fame Award to all the American Academy of Nursing's Living Legends and all the ANA Hall of Fame recipients, who are ANA-NY members, since 2012.	Executive Director Santelli informed Ms. Ballard that the motion was brought to the Board of Directors who voted against circumventing the current awards process.
<b>Closing</b>		
President's Remarks, President's Awards,	President Perkins thanked and recognized outgoing Vice President, Tanya Drake, for her service to the	

<p>Recognition of Outgoing Board Members, and Recognition of Organizational Affiliates</p>	<p>organization over the past 8 years, and outgoing directors, Giselle Gerardi (who will now be serving as our Vice President) and Theodora Levine (in abstentia), for their service to the organization over the past 4 and 2 years respectively and provided each of them with a certificate of appreciation. She recognized ANA-NY's Organizational Affiliates and presented each of them with a certificate. Organizational Affiliates include PNASC, Chi Gamma Chapter Sigma, PNAWNY, GVNA, PNASCNY, MVNA, NACLI, PNARC, NNYPNO, NYSANA, PNADP, NYSASN, PNANY, GNYCBNA, NYLN, CDNRA, NYS Council of Perioperative Registered Nurses, Oncology Nursing Society NYC Chapter, Haitian American Nurses Association of Hudson Valley (HANA), and the Indian Nurses Association of New York (INANY). President Perkins presented the 2025 ANA-NY President's Awards to Josephine Agyei and gave her outgoing President's remarks.</p>	
<p>Swearing in of New Officers</p>	<p>President Perkins administered the oath of office to the newly elected officers.</p>	
<p>Adjournment</p>	<p>President Perkins called for a motion to adjourn the 2025 Governing Assembly Business Meeting.</p>	<p>Motion was made and seconded to adjourn the meeting by Tanya Drake and Ann Tahaney. Motion carried unanimously. President Perkins adjourned the meeting at 1:16 pm on Saturday, October 11, 2025.</p>

Respectfully Submitted by,  
 Kennedee Blanchard, Member Engagement Associate

## Policy 1.3 Association Member Awards

ANA-NY may choose to recognize superior achievements of its members. The following eight (8) awards may or may not be awarded in any given year at the discretion of the Board of Directors and based on nominations received and recommendations forwarded by the ANA-NY Awards Committee. **Current ANA-NY Board of Directors are not eligible for ANA-NY awards. All nominees are required to be a registered professional nurse (RN) who is practicing or has practiced as an RN in New York State and a current member of ANA-NY.**

### **ANA-NY Hall of Fame:**

The ANA-NY Hall of Fame Award, a peer nominated award, recognizes a member who has made a sustained contribution to ANA-NY's mission and to the profession of nursing in New York State in the area(s) of nursing practice, education, and/or research. This person may also be eligible as a nominee for the ANA Hall of Fame Award.

#### Criteria:

- Consistent, outstanding record of leadership that has directly affected the health and/or well-being of those dwelling in New York State through sustained, life-long contributions to the profession of nursing
- Recognized and respected leader in nursing and healthcare
- Impact of the contribution to the nursing profession must be at the state level at minimum and may be at the national or global level as well
- Achievements must have an enduring value to the profession of nursing and/or the health and welfare of the citizens of New York State

### **Mentorship:**

The ANA-NY Mentorship Award recognizes a nurse who has been an exemplary mentor to less experienced nurses (novices) in any domain of nursing – education, research, practice improvement, clinical practice, and/or health policy. The recipient of this award will have provided professional guidance and support to the mentees over a protracted time period during the evolution of their careers in an effort to help the mentees reach their professional, mutually agreed upon goals.

#### Criteria:

- Demonstrated activity as a mentor through:
- Documentation by at least two (2) mentees of the role played by the mentor in helping them to achieve their professional goals;
- Collaborative publications and/or presentations with mentee as first author; and

- Acknowledgement of mentor in published works (mentor not author) or awards supported by mentor (mentor not part of award).
- Protracted relationship between mentor and mentee (i.e., going beyond a work relationship). Examples: If a faculty member, working with a student beyond graduation from a program. If in a clinical role, meeting and working with mentee beyond work hours.

### **Nursing Education:**

The ANA-NY Nursing Education Award recognizes a nurse educator who has significantly influenced nursing education as demonstrated by: (a) developing and implementing innovative and evidence-based teaching and learning strategies that meet the needs of a diverse group of learners, (b) active involvement in curriculum design and implementation that meets essential learning outcomes, and (c) evidence of scholarship in the area of nursing education.

#### Criteria:

- At least five (5) years of full-time experience as a nurse educator in an academic setting
- At least a Master's degree in nursing
- Demonstrated evidence of significant contributions to nursing education in areas that relate to innovations in teaching and learning, faculty development, and curriculum design and implementation
- Acted as a mentor and role model for junior faculty in evidence-based teaching/learning approaches; and/or as a mentor to students, assisting them in navigating the first stages of their nursing career

### **Nursing Practice:**

The ANA-NY Nursing Practice Award recognizes and celebrates excellence in the provision of direct or indirect care to patients, families, communities, and/or populations by a nurse at any level of practice (registered professional nurse, advanced practice nurse, nurse administrator, or clinical nurse educator). The recipient of this award exemplifies a high level of compassion and expertise in the provision of such health care.

#### Criteria:

- At least five (5) years of full-time experience as a nurse clinician
- At least a Bachelor's degree in nursing
- Demonstrated evidence of significant contribution to improved quality of patient care
- Demonstrated evidence of recognition for excellence in practice
- Modeled a holistic approach for care of both family and patient, cultural sensitivity, and excellent patient/family education

### **Nursing Practice- Early Career:**

The ANA-NY Nursing Practice Award recognizes and celebrates excellence in the provision of direct care to patients, families, communities, and/or populations. The recipient of this award exemplifies a high level of compassion and expertise in the provision of such health care.

Criteria:

- Within five (5) years of initial licensure
- At least a Bachelor's degree in nursing
- Demonstrated evidence of significant contribution to improved quality of patient care
- Demonstrated evidence of recognition for excellence in practice
- Modeled a holistic approach for care of both family and patient, cultural sensitivity, and excellent patient/family education

### **Policy and Service:**

The ANA-NY Policy and Service Award recognizes a nurse who has made significant contributions in the policy, legislative, and/or nursing service sectors of the profession and has contributed in these realms beyond their own practice to advocate within the policy and/or service arenas to bring change to nursing and the healthcare system.

Criteria:

- Demonstrated activity in policy and/or service through a minimum of two (2):
  - Political activity (i.e., development and support of legislation, campaign work, fund raising, or lobbying), which promotes the nursing profession in political and health care arenas
  - Advancement of the knowledge of nurses, politicians, and policy makers concerning the contributions of nursing in the health care field
  - Development of mechanisms to promote the effectiveness of nursing's role in the provision of health care services through political and/or legislative activities
  - Promotion of the role of nursing as a scholarly discipline by using research findings as a foundation for legislative and regulatory initiatives that promote the role of nursing and the safety and quality of care of our patients
- Demonstrated activity in ANA-NYs policy, leadership, scholarship and/or educational agenda

## **Scholarship:**

The ANA-NY Scholarship Award recognizes a nurse who has made significant contributions in the scholarship of discovery, integration, teaching, and/or application (Boyer, 1996). The scholarship developed in any of these domains has to have been subjected to peer review and disseminated beyond the local and state level.

### **Criteria:**

- Publication of at least ten (10) peer reviewed articles/chapters over the last five (5) years in a specific area of expertise, with at least one (1) of the following:
- Recognized impact of scholarship on an area of nursing practice, education, administration, and/or policy (e.g., change in health and/or professional policies; influence in redesign of academic curriculum)
- Requested as keynote speaker related to expertise
- Publication of an award-winning book
- Demonstrated mentorship of a novice in nominee's area of expertise

## **Nurse Hero Award**

~~The ANA NY Nurse Hero Award recognizes a nurse who has contributed to the frontlines during a local, state, national, or global emergency. This individual is recognized for going above and beyond their daily responsibilities by finding innovative ways to provide compassionate nursing care and inspire others as an essential and exemplary role model.~~

### **Criteria:**

- ~~Was present and active on the frontlines with compassion, humanity, and resilience~~
- ~~Motivated and guided nurses and/or healthcare workers during the time of uncertainty and different practice changes~~
- ~~Used innovation to enhance nursing practice to improve patient outcomes~~

## **Member Award Application materials:**

- Written narrative nomination by nominator(s) (or self\*) that addresses how the nominee meets the criteria for the award; not to exceed 500 words or two double spaced typewritten pages
- Curriculum vitae of nominee
- Two (2) letters of support from professional colleagues
- Three (3) documents supporting the contributions of the nominee based on the criteria for the award
- Nominee's statement (if not self-nominated) of major contribution addressing the criteria for the award

\*Potential candidates for the Hall of Fame Award may not self-nominate.

**Adopted: June 3, 2017**

**Reviewed:**

**Revised: April 19, 2021**

### [Policy 1.3.1 Association Non-member Awards](#)

#### **Friend of Nursing:**

The ANA-NY Friend of Nursing Award recognizes non-nurse individuals or organizations (excluding professional nursing organizations) who have had a significant positive impact on ANA-NY, the health care community, and/or the health of people.

**Criteria:**

- Demonstrated commitment to the purposes and goals of ANA-NY.
- Demonstrated superior achievement and leadership in their field of work.
- Sustained contribution(s) of lasting significance to ANA-NY, the nursing profession, and/or the health of people in New York State.
- Examples of contributions to the nursing profession include, but are not limited to:
  - Leadership in strategic efforts to promote legislation and/or regulation supportive of Registered Nurses and their patients
  - Implementation of critical research which supports the nursing profession
  - Provision of exemplary service to a professional nursing organization
  - Participated in or lead collaborative efforts to improve health care
  - Demonstrated leadership in the promotion of Registered Professional Nurses as equal partners in the health care system

#### **Nurse Heroes Award**

~~The ANA-NY Nurse Heroes Award recognizes any nursing or healthcare organization (not for profit, public, or private entity) who supported their employees or another organization who employs nurses during a local, state, national, or global emergency in an exemplary manner. This award is an appreciation for those who care for nurses so that nurses are able to perform their responsibilities without worry for their own safety. The support may focus on mental health, physical health, family support, shelter, and/or food.~~

**Criteria:**

- ~~Supported a group of at least two or more individuals on the frontlines with compassion, humanity, and resilience~~
- ~~Cared for nurses so that they were able to perform their responsibilities without worry for their own safety~~

### **Non-Member Award Application materials:**

- Written narrative nomination by nominator(s) (or self) that addresses how the nominee meets the criteria for the award; not to exceed 500 words or two double spaced typewritten pages
- Two (2) letters of support from professional colleagues

**Adopted: June 3, 2017**

**Reviewed:**

**Revised: April 19, 2021**

### **Policy 1.3.2 Guidelines for Honoring Recipients of Awards Conferred by Other Organizations**

ANA-New York may, from time to time, wish to recognize recipients of awards conferred by other organizations, including nursing and non-nursing professional organizations, governmental agencies, healthcare agencies, and community organizations. ANA-New York may recognize the award and the recipient, provided conferral of the award enhances the visibility, mission, and goals of the association.

The executive director, with guidance from the board of directors, will determine if an award will be recognized and the type of recognition. Written or oral recognition could be provided, only with the consent of the award recipient, and could include publication in email or other communications, announcement on the website, or recognition at the annual meeting or other association meetings. Other tokens of recognition may also be provided to the recipient. In such instances, flowers, certificates, and promotional items should be considered over monetary gifts or gifts of membership. However, monetary donations may be considered to non-profit nursing, community, or other professional foundations in honor of the recipient.

**Adopted: August 6, 2015**

**Reviewed:**

**Revised: December 7, 2018**

**ANA-NY**  
**Board of Directors Microsoft Teams Conference Meeting**  
**August 27, 2025**

**PRESIDING:** Connie Perkins, President

**PRESENT:**

**OFFICERS:** Connie Perkins, President; Tanya Drake, Vice President; Kimberly Velez, Secretary; and Lee Mancuso, Treasurer

**DIRECTORS:** Giselle Gerardi, Seon Lewis-Holman, and Teddi Levine

**ABSENT:** Kerlene Richards

**EXCUSED:** Alison Simpson

**STAFF:** Jeanine Santelli, Executive Director and Kenedee Blanchard, Member Engagement Associate

**GUESTS:** Amy Kellogg, Lobbyist; Maria Dobkowski, Marketing Strategy Associate; and Sarah Miner

Topic	Discussion	Resolution
<b>CALL TO ORDER</b>		President Perkins called the meeting to order at 6:03 pm on Wednesday, August 27, 2025. President Perkins read the ANA-NY mission statement.
<b>ATTENDANCE</b>	Quorum Present	Secretary Velez took attendance and declared a quorum was present.
<b>ANNOUNCEMENTS</b>	See attached NSO Annual Report  Meet Maria Dobkowski, our new Marketing Strategy Associate. She has been with ANA-NY for officially a month now.  Silent Auction Donations: Need to know what Board Members will be donating by 10/1 at the latest.	

**ANA-NY**  
**Board of Directors Microsoft Teams Conference Meeting**  
**August 27, 2025**

Topic	Discussion	Resolution
	<p>White Papers: Maternal Mortality and Healthcare Worker Mental Health. Send any edits to Executive Director Santelli by 9/12.</p> <p>RN to BS Nurse Fellowship: No legitimate applications submitted this year.</p>	
<b>ANAI REPORT</b>	<p>Sarah Miner was the 2024-2025 ANAI candidate and Marilyn Dollinger was Sarah's state mentor for the program. For her project, she submitted an abstract for the Annual Conference, which she and her fellow co-authors will be presenting. She also participates in the Policy &amp; Advocacy SIG and Chairs the Legislation Committee.</p>	
<b>LOBBYIST'S REPORT</b>	<p>There is still no Federal budget right now, so Congress will be returning next week to try and approve one.</p> <p>Amy and Executive Director Santelli attended the Lobbyist's meeting in Washington D.C. on August 25-26, where 42 other states were represented.</p>	
<b>CONSENT AGENDA</b>	<b>MOTION TO APPROVE CONSENT AGENDA – TANYA DRAKE/TEDDI LEVINE</b>	<b>APPROVED UNANIMOUSLY</b>
<b>TREASURER'S REPORT</b>	See attached P&L, Budget vs. Actual and balance sheets.	
<b>UNFINISHED BUSINESS</b>	OA Innovation Grant: Since the grant was first established in 2024, we have received 2 applications, for which only one OA received grant money. The Board discussed if we should continue offering the grant.	

**ANA-NY**  
**Board of Directors Microsoft Teams Conference Meeting**  
**August 27, 2025**

Topic	Discussion	Resolution
	<p><b>MOTION TO CONTINUE OA INNOVATION GRANT – TANYA DRAKE/LEE MANCUSO</b>  RN-BS Nurse Fellowship: Since the Fellowship was first established in 2023, we have only received and awarded 1 applicant. The Board discussed if we should continue offering the Fellowship. Giselle Gerardi suggests putting the call out in either the fall or spring semester and not during the summer.</p> <p><b>MOTION TO CONTINUE RN-BS NURSE FELLOWSHIP AS IS WITH \$1,500 STIPEND AND CONFERENCE REIMBURSEMENT WITH CHANGE IN TIMELINE TO MARCH– GISELLE GERARDI/SEON LEWIS-HOLMAN</b></p>	<p><b>APPROVED UNANIMOUSLY</b></p>
<b>NEW BUSINESS</b>	No new business to discuss	
<b>UPCOMING EVENTS</b>	<ul style="list-style-type: none"> <li>▪ Exhibiting at NYONL, White Plains, 9/7-9</li> <li>▪ ANA Special Meeting of MA, 9/11</li> <li>▪ Exhibiting at NYSANA, Long Island, 9/19-21</li> <li>▪ Nightingale Gala, Albany, 9/20</li> <li>▪ BOD, 9/24/25</li> <li>▪ Exhibiting at WNY/Finger Lakes Region Nursing Research Day, Buffalo, 9/29</li> <li>▪ 13<sup>th</sup> Annual Conference <b>Be Empowered Through Change</b>, TWA Hotel @ JFK, Queens, NY, 10/9/25-10/11/25  <a href="https://www.twahotel.com/">https://www.twahotel.com/</a></li> <li>▪ Advocacy Day, 4/28/26</li> <li>▪ 14<sup>th</sup> Annual Conference, <b>ESP (Effective, Social &amp; Professional) Essential Skills of Nursing</b>, Hilton Garden Inn, Troy, NY, 11/12/26-</li> </ul>	

**ANA-NY**  
**Board of Directors Microsoft Teams Conference Meeting**  
**August 27, 2025**

Topic	Discussion	Resolution
	<p>11/14/26 <a href="https://www.hilton.com/en/hotels/albtygi-hilton-garden-inn-troy/">https://www.hilton.com/en/hotels/albtygi-hilton-garden-inn-troy/</a></p> <ul style="list-style-type: none"><li>▪ 15<sup>th</sup> Annual Conference, Woodcliff, Fairport, NY, 10/14/27-10/17/27 <a href="https://woodcliffhotelspa.com/">https://woodcliffhotelspa.com/</a></li></ul>	
<b>ADJOURNMENT</b>	No further business.	President Perkins adjourned the meeting at 7:40 pm.

Respectfully submitted by,

Kennedee Blanchard, Member Engagement Associate



## 2023-2025 Biennium Chapter Bylaws

Effective for Chapters, At-Large Chapters, and Alumni Chapters

Chapter Greek Name: Kappa Gamma Chapter  
Institution(s) of Higher Education and Practice: Stony Brook University  
Setting(s):  
Chapter #: 241  
Region: North America 14

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### ARTICLE I - NAME

The name of this chapter is Kappa Gamma Chapter Chapter (also called "the chapter"), a nonprofit constituent organization of Sigma Theta Tau International Honor Society of Nursing, Incorporated ("Sigma"). It shall function under bylaws, policies, and procedures that are not in conflict with those of Sigma. This chapter is located at Stony Brook University.

### ARTICLE II - PURPOSE AND RESPONSIBILITIES

- A. The purpose of this chapter is to enact and support the goals and vision of Sigma.
- B. The responsibilities of this chapter are to:
  - Observe the provisions of the Sigma bylaws, policies, and regulations;
  - Participate in the Sigma house of delegates;
  - Select and induct eligible members a minimum of one time annually;
  - Meet all financial obligations; and
  - File required reports according to established Sigma guidelines.
- C. This chapter shall use the official key and seal of Sigma. No substantial part of the activities of this chapter shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the chapter shall not participate or intervene in any political campaign on behalf of any candidate for public office.
- D. This chapter shall have control of its income, expenses, contracts, accounting system, and internal reports, and shall determine the amounts of its fees and assessments.

### ARTICLE III - MEMBERS

#### Section 1. Membership Designations

Membership categories and designations shall be as described in the Sigma bylaws.

#### Section 2. Membership Fees

Each new member shall pay an initial induction fee and an annual membership fee.

#### Section 3. Membership Rights

Active regular members shall have all rights of membership in the chapter. Only active regular members shall hold elective and appointive office as outlined by the chapter bylaws.

#### Section 4. Revocation of Membership

Membership in Sigma may be revoked for just cause at a meeting with 30 days' notice to the membership of the proposed revocation. The quorum for such meeting shall be three officers and 10% of the active membership of the chapter, and a three-fourths vote of those present shall be required. A member whose membership has been revoked may appeal to the Sigma board of directors, whose decision shall be final.

### ARTICLE IV - OFFICERS

#### Section 1. Officers

There shall be the following chapter officers: president, president-elect (optional), vice president (at-large chapters may have

one vice president representing each institution of higher education and practice setting), secretary, treasurer, and counselor (at-large chapters shall have one or more counselors from each institution of higher education and practice setting). Each officer shall submit a report at each board meeting and to members at the annual business meeting. The president and treasurer shall be responsible for submitting required chapter reports to Sigma headquarters.

## **Section 2. Election and Term of Office**

Elections shall be held annually by ballot, by mail, or electronic means. A majority vote shall be required for election, except when there are more than two candidates running for the same office or position, a plurality shall elect. In the event of a tie, the election shall be determined by lot. The length of the term of all officers is two years. Optional exception: The president-elect shall be elected for a one-year term at the start of the president's second year in office, followed by a two-year term as president. The vice president and treasurer shall be elected in even numbered years, and the president-elect and secretary in odd-numbered years.

## **Section 3. Duties**

- A. President – The president shall administer all business of the chapter, serve as chief representative of the chapter in inter-chapter activities, and be an ex-officio member of all committees except the leadership succession committee. The president, with the approval of the board of directors and when appropriate, shall appoint such other persons as may be necessary to conduct the business of the chapter.
- B. President-elect (optional) – The president-elect shall perform the duties of the president in the president's absence and succeed into the presidency at the end of the term of office and shall promote the purposes of the chapter.
- C. Vice president – The vice president shall perform the duties of the president in the president's absence\*. The vice president or designee shall oversee the planning of at least two chapter programs/events annually. (In an at-large chapter, a designated vice president shall perform these duties.) \*If there is no president-elect.
- D. Secretary shall prepare and distribute meeting minutes and correspondence.
- E. Treasurer shall be the custodian of the funds of this chapter and may be bonded in an amount equal to three-fourths of the worth of the chapter. The treasurer shall propose a budget to the board.
- F. Counselor shall be a member of the faculty at the institution of higher education where the chapter is located, with the exception of counselors within alumni chapters or practice settings who oversee Nurse Leader inductions and who are not required to be faculty.

## **Section 4. Vacancies**

The president-elect or vice president shall fill a vacancy in the office of president (at-large chapters shall designate a vice president to fill such vacancies). If there is a vacancy in the office of president and president-elect [or vice president], a special election shall be held to fill both positions. Other offices shall be filled by appointment of the board of directors until the next election.

# **ARTICLE V – MEETINGS**

## **Section 1. Regular Meetings**

Each year the chapter shall have at least one business meeting and at least two events or programs that support the purposes and goals of Sigma. Officers and committees shall present written annual reports to the membership at the annual business meeting, which may be held in conjunction with an event or program. A quorum shall consist of three officers and seven members.

## **Section 2. Special Meetings**

Special meetings may be called by the president or upon request of six members of the chapter and upon 10 business days' notice.

## **Section 3. Meetings Format**

Meetings of the chapter may be held in-person or by electronic means as allowed by law.

## **Section 4. Sigma House of Delegates**

There shall be a maximum of two official delegates to represent the chapter at the house of delegates of Sigma, with preference given to anyone who is a nominee for an officer position in Sigma. Each delegate shall have the right to cast one vote, except that if a chapter has only one delegate attending, that delegate shall have two votes. A delegate is required to be an active member of this chapter.

# **ARTICLE VI – BOARD OF DIRECTORS**

## **Section 1. Composition and Authority**

The members of the board of directors of this chapter shall be composed of the elected officers and one or more elected directors (optional). The elected members of the board of directors shall have the authority and responsibility to manage the chapter consistent with these bylaws and in an appropriate legal manner. A quorum shall be a majority of the board.

## **Section 2. Election and Terms of Office**

Directors shall be elected annually for a term of two years and terms may be staggered.

## **Section 3. Functions**

The board of directors shall be responsible to manage the business and fiscal affairs of the chapter.

## **Section 5. Removing a Director From Office**

A member of the board of directors who demonstrates behavior, as determined by the board, that is not consistent with the mission, values, or expectations of the honor society may be removed by a three-fourths vote of the remaining members of the board, provided that notice of the intent to take such action is given to all board members at least 30 days in advance of the regular or special meeting at which the motion to remove is introduced. Such board member shall have the right to be present and to speak on their behalf but shall not be allowed to be present during deliberation nor to vote. Voting shall be by ballot, which may be delivered electronically if a face-to-face meeting is not possible.

## **Section 4. Meetings**

The board of directors of this chapter shall meet as necessary to conduct the business between meetings of the general membership.

# **ARTICLE VII – COMMITTEES**

## **Section 1. Standing Committees**

The standing committees shall be a governance committee, a leadership succession committee, and others as designated. The term of office of committee members shall be two or four years, as determined by the chapter board. Term lengths shall only be adjusted when incumbents' terms have been completed. A member may be reappointed or elected for a second consecutive term. Members of the leadership succession committee who shall serve a maximum of one term. Terms shall be staggered. Each standing committee shall present a report to the business meetings of the board of directors and an annual report to the membership at the annual business meeting. Each committee shall prepare, review, and make recommendations regarding policies corresponding to its area of responsibility for board approval.

### **A. Governance Committee**

The governance committee shall oversee bylaws compliance, make recommendations for bylaws changes, and oversee member and chapter eligibility issues. The governance committee shall be composed of at least two elected/appointed members and the elected counselor(s). The president shall appoint a chair of the committee from those elected/appointed.

### **B. Leadership Succession Committee**

The leadership succession committee shall develop members in organizational leadership roles across the span of their careers and mentor members to assume organizational board and officer positions at all levels of the organization. The committee shall select nominees and prepare the ballot. The ballot will be sent to the board of directors at least four weeks prior to a scheduled election. The leadership succession committee shall be composed of at least three elected members. The president shall appoint a chair of the committee from those elected. The leadership succession committee members shall not be eligible for any elected office of the current ballot.

**C. Additional standing committees, advisory councils, and task forces** may be appointed by the board of directors if deemed appropriate. The purpose of these groups will be to carry out the work of the chapter.

**D. An elected standing committee member** who demonstrates behavior, as determined by the board of directors, that is not consistent with the mission, values, or expectations of the honor society may be removed by a three-fourths vote of the members of the board, provided that notice of the intent to take such action is given to the elected standing committee member and all board members at least 30 days in advance of the regular or special meeting at which the motion to remove is introduced. Such elected standing committee member shall have the right to be present and to speak on their behalf, but shall not be allowed to be present during deliberation. Voting shall be by ballot, which may be delivered electronically if a face-to-face meeting is not possible.

## **Section 2. Board Advisory Councils**

Board advisory councils shall inform the board of current and future issues, directions, and priorities of the chapter. Board advisory councils shall be appointed by the board of directors for a term through the next chapter election unless

reappointed.

### **Section 3. Task Forces**

Task forces are formed by the board of directors, standing committees, and board advisory councils. They are made up of members who bring expertise, interest, and commitment to complete an assigned task within a specified time frame.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the 12th edition of Robert's Rules of Order Newly Revised shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws or special rules of the chapter. When a new edition of the parliamentary authority is published, the chapter board of directors may, by majority vote, update the edition reference in the bylaws. Members shall be notified after the change is made.

## **ARTICLE IX – DISSOLUTION**

### **Section 1. Initial Action**

If the chapter considers dissolving, the chapter officers shall contact Sigma headquarters to discuss the process of chapter dissolution or other potential options available to the chapter. A resolution for dissolution of the chapter shall be presented at a regular meeting and must be signed by a majority of active (voting) members present at the meeting.

### **Section 2. Special Meeting**

- A. A special meeting shall be called by the chapter officers to vote on the resolution for dissolution of the chapter. Notice of the special meeting must be provided at least 30 days in advance. All active members shall be provided the opportunity to vote by ballot, which may be delivered by electronic means. A three-fourths vote shall be required to approve dissolution.
- B. The chapter officers shall notify the Sigma board of directors of the chapter's decision and take the necessary steps to conclude the affairs of the chapter in accordance with statutory requirements existing at the date such action is taken.
- C. The chapter's charter and coat-of-arms shall be returned to Sigma headquarters.

### **Section 3. Disposition of Chapter Funds**

All cash and other assets remaining after the chapter's outstanding debts are paid should be returned to the Sigma Theta Tau International Foundation for Nursing or any other appropriate non-profit organization approved by the chapter board of directors. Or, if a majority of the dissolved chapter's members transfer to the same chapter, remaining funds may be contributed to that chapter. The recipient organization shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue law or the governing law of that chapter's country).

### **Section 4. Options for Chapter Members**

If the chapter dissolves, all members have the opportunity to transfer their membership to a chapter of their choice. Those members not indicating their choice of where their membership should be transferred will be transferred to a chapter in the area by Sigma headquarters. Any time after this transfer, these members may transfer to any other chapter of their choice.

### **Section 5. Reinstatement Following Dissolution**

A chapter may be reinstated following dissolution by meeting all the requirements of a newly organizing chapter. If approved, the chapter shall receive a new charter but retain its original name.

## **ARTICLE X – AMENDMENT**

### **Section 1. Amendments With Notice**

These bylaws may be amended by a three-fourths vote of the chapter members present and voting at any meeting of the chapter. Proposed amendments shall be received by the chapter secretary at least 45 days before the date of the meeting and shall be appended to the call to the meeting sent 30 days prior to the meeting.

### **Section 2. Chapter Bylaws Approval**

Bylaws shall be submitted to Sigma headquarters for review and approval according to policies set by the International Governance Committee.

### **Section 3. Sigma Theta Tau International Bylaws Amendments**

Any amendments to the Sigma bylaws approved by the house of delegates or editorial changes approved by the Sigma

board of directors that are also applicable to the chapters shall be incorporated into the chapter bylaws.

## November 2025 ED Report – Jeanine Santelli, PhD, RN, AGPCNP-BC, FAAN

### Advocacy

- Posted white papers and reorganized Policy and Advocacy section of website
- Met with US Representative Paul Tonko (D) and NYS Senator Jake Ashby (R) to discuss issues and offer myself as a resource
- Reviewed Board Bill with NYS Assembly Health chair staff

### Services

- 9,232 members
- Selected different webhosting vendor (currently Joomla will be switching to WordPress), in budget for approval
- Held committee chair orientation
- Held Board orientation
- Committee meetings getting scheduled
- Sent out press release of change in JANANY EIC
- Ed is finishing off Vol 4 N 1 and Amanda is beginning work on Vol 4 N 2
- Worked with Maria to update items on the website
- Sent timelines to committee chairs for the 2026 calendar
- Draft budget created awaiting Finance Committee to schedule a meeting for review
- Changing format of brochure to card rack style

### Professional Promotion

- Several meetings with Foundation leaders
- Attended NYSED BON meeting
- Appointed as co-chair of CCNE ARC
- Appointed as chair of ESSAE Rita Lashway Scholarship Committee
- Appointed as chair of Center Brunswick United Methodist Church Administrative Committee
- Exhibited in:
  - Rochester
  - Albany
  - Niagara Falls
  - Syracuse
  - Long Island
  - Saratoga Springs
  - Ithaca
  - White Plains
  - Buffalo
  - Clifton Park

### Educational Advancement

- Mindful eating program had 2 participants of 5 registered
- GLP-1 program

- Will stress again to Member Engagement Committee that they should find opportunities to engage members, not schedule CE programs – the ROI is just not there and it's embarrassing!
- New CE application requirements will be effective 7/1/26 – attended first training module
- Working on tracking down someone to deliver the additional Child Abuse content required by NYS
- Finalizing 2026 conference agenda
- Brainstorming 2027 conference theme
- Narrowing down 2028 conference venue

## Marketing Report — August 2025

Prepared by Maria Dobkowski, BS

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### General/Misc. Updates

- Developing the 2026 Conference Sponsorship & Exhibitor Plan, outlining tiers, benefits, and outreach strategy.
- Beginning the process of migrating the ANA-NY website to WordPress to improve functionality, user experience, and long-term scalability.
- Collaborating with MobileUp (app software company) to design a new marketing lead-capture feature within the ANA-NY app for the 2026 Annual Conference.

#### What's Next

- Continue execution of the items listed above, including project coordination, deliverable development, and cross-team communication.

### Social Media Updates

- Maintained steady, consistent posting across all ANA-NY platforms, ensuring timely distribution of news, calls to action, and conference-related content.
- Produced all social content for September, October, and November, aligning messaging with ANA-NY's strategic, particularly conference promotion, member engagement, and organizational initiatives.

#### What's Next

- Launch holiday-focused content, including:
  - “Gift a Nurse” campaign promoting 2026 Annual Conference registration
  - Promotion of ANA-NY’s Online Store as a holiday gift option
- Continue creating high-engagement, member-participation content (interactive posts, stories, prompts, etc.)

### ANA-NY App

- Continued work with MobileUp to develop the lead capture tool for the 2026 conference.
- Began planning for a new-year marketing initiative to drive app downloads and utilization.
- Started development of short “How-To” tutorial videos demonstrating navigation and key app features.

#### What's Next

- Continue execution of the items listed above.

### Email Marketing

- Maintained weekly Thursday Update Emails in collaboration with Kennedee.
- Developed and deployed the post-conference follow-up email campaign to attendees.
- Delivered a paid promotional partnership with Ohio State.

#### *What's Next*

- Review analytics for ongoing email campaigns to identify optimization opportunities.
- Create an email communication strategy specifically for 2026 exhibitors and sponsors.
- Launch planned advertising collaboration with Iona University.

#### **Paid Digital Marketing**

- Continued statewide display ads, OTT, and YouTube campaigns, targeting nurses throughout New York.

#### *What's Next*

- Maintain and refine both awareness-focused and conversion-focused paid campaign initiatives.
- Refresh YouTube ad creative as needed to continue improving engagement and reach.
- Revamp Meta Ads for Membership Engagement, including:
  - Highlighting a different member benefit each month
  - Targeting current members through custom audiences
  - Updating creative monthly to improve relevance and performance

## **Member Engagement Associate Report**

November 10, 2025  
Kennedee Blanchard

**Organizational Affiliates** – The next OA Legislative Priorities meeting is scheduled for February 11, 2026, at 5 pm. The group decided to meet 3 times per year instead of every month to coincide with the legislative calendar. Meetings will be held in February, May, and October each year.

**Newsletter/Magazine** – Approved proof for the December issue and am currently collecting articles for the March 2026 issue. The 2026 publication schedule is March, June, September, and December. I am also part of the State Nurse Association Publication (SNAP) Advisory Council with our publisher, HCM.

**Special Interest Groups** – The Young Professionals group's next meeting is scheduled for November 21<sup>st</sup> at 5 pm, the Policy & Advocacy group's next meeting is scheduled for November 18<sup>th</sup> at 2 pm, the Climate & Health group's next meeting is scheduled for November 13<sup>th</sup> at 1 pm and the Advances in Nursing Technology group's next meeting is scheduled for November 13<sup>th</sup> at 5:30 pm.

**Weekly Emails** – Provide Maria with content for weekly emails, which go out every Thursday morning.

**NextGen Nursing Advisory Group** – The next meeting is scheduled for December 4<sup>th</sup> at 2:30 pm.

### **Events:**

- Exhibited at NYSANA's Annual Conference in LI on September 20<sup>th</sup>
- ESSAE's Harvest Highlight in Saratoga on October 30<sup>th</sup>
- Exhibited at OMH's Annual Conference in Clifton Park on November 6<sup>th</sup>

## **ANA-NY President Report**

**Connie J. Perkins, PhD, RN, CNE**

**Month, Year:** September-October 2025

### **Newsletter:**

- President's column submitted.

### **Board Responsibilities:**

- Chaired August board meeting.
- Reviewed and provided feedback on Maternal Mortality White Paper and Healthcare Worker Mental Health Challenges Post-COVID White Paper.
- Held board breakfast and welcomed new members at annual conference.
- Chaired governing assembly at annual conference.
- Presented awards (gala and governing assembly) at the annual conference.
- Met 1:1 with new VP as requested to discuss duties.
- Met with ED to review November board meeting agenda.

### **ANA-NY Representation:**

- Reviewed, provided feedback, and approved FAQ document regarding The Foundation of New York State Nurses.
- Met with The Foundation of New York State Nurses in person at NYONL conference.
- Attended ANA bylaws virtual voting practice session.
- Attended ANA Special Meeting on bylaws virtually.
- Attended ANA President 1:1 meeting virtually.
- Attended ANA Quarterly Leadership Roundtable Meeting.
- Attended the ANA-NY annual meeting (pre-conference to end).

- Recorded welcome message for Molloy University for their Legislative Forum.
- Attended an annual conference debriefing session with ANA-NY staff.
- Registered for ANA's Leadership Summit.
- Attended committee chairs orientation.

### **Special Interest Groups**

- Attended the Young Professionals SIG September meeting.
- Attended the Young Professionals SIG October meeting.

### **Committees**

- Attended Legislation Committee dinner at annual conference.

## **Board of Directors Report**

**Prepared by:** Deb Spass, Program Manager

**Date:** November 18, 2025

### **Services:**

- Registration is open for the 2026 Conference. Please use code: Board26 to register. Please note, there is no Gala to register for.
- Scheduled meetings with Speakers for upcoming conferences
- Reached out to potential venues for future conferences

### **Professional Promotion:**

- Finishing up the “closing” of the 2025 Conference with thank you’s for Exhibitors/Sponsors and Abstract presenters
- Recently exhibited at the OMH Conference, more specifically the Psychiatric Nurse meeting.

### **Educational Advancement:**

- Began an ALA (Association Leadership Academy)Master’s class, that is offered through ESSAE. Topics include: Association Executive Leadership, Operations & Artificial Intelligence, Organizational Communication & Influence, Association Governane, Association Executive Leadership (Part B), and Future-Proofing Your Association.

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**2026 ANA-NY Annual Conference:  
ESP: Effective, Social and Professional Skills for Nursing**



**DAY 1:**

**Thursday, November 12, 2026: Effective Skills in Nursing Practice**

10:00 am – 12:30 pm Optional ticketed tour of the NYS Capital with lunch at Brown's Brewing

12:00 – 5:00 pm **Registration**

12:00 – 1:00 pm **Poster Set-Up**

12:30 – 2:00 pm **Pre-Conference Workshop**  
Facilitator: Deborah Koivula, SPAN

2:00 pm **Exhibit Hall Opens!**

2:00 – 3:30 pm **Poster Blitz**

3:30 – 5:00 pm **Tabletop Escape Rooms**

5:00 – 7:00 pm **Visit Poster Session /Welcome Reception**  
**Hosts:**

**DAY 2**

**Friday, November 13, 2026: Social Skills for Collaborative Care**

7:00 am – 5:00 pm **Registration**

7:00 – 8:00 am **Breakfast, Exhibitor Networking & Roundtables with Committees**

8:00 – 8:30 am **Opening Session: Shift Report**

Executive Director Welcome, Introduction of Theme, Land Acknowledgement and Overview of Program

8:30 – 9:30 am **Keynote Session - “Moving from Panic to Purpose”**

Presenter: Amy Waninger, CEO, Lead at Any Level, LLC

9:30 – 10:30 am **Strategic Plan Dialogue Forum**

Share your insights about your vision for ANA-NY

10:30 – 10:45 am **Break & Exhibitor Networking**

10:45 – 11:45 am **Legislator’s Panel**

11:45 am – 12:45 pm **Concurrent Sessions I**

Clinical Podium Nursing Ed Podium Time to Network!

11:45 am – 12:45 pm **Exhibitor Area Open!**

**2026 ANA-NY Annual Conference:  
ESP: Effective, Social and Professional Skills for Nursing**



12:45 pm	<b>Group Photo</b>
1:00 – 2:30 pm	<b>Lunch &amp; Awards Ceremony</b> All are invited to attend!
2:30 – 3:30 pm Clinical Podium	<b>Concurrent Sessions II</b> Research Podium      Time to Network!
3:30 – 4:30 pm	<b>Concurrent TableTop Escape Rooms</b>
2:30 – 4:30 pm	<b>Exhibitor Area Open!</b>
3:30 – 4:00 pm	<b>Break</b>
4:00 pm – 5:30 pm <b>Title:</b> Albany 411	<b>Guest Speaker – Amy Kellogg</b>
5:30 – 7:30 pm	<b>PAC Reception - Fireside</b>
<b>Day 3</b>	
<b>Saturday, November 14, 2026: Professional Skills for Career Growth</b>	
7:00 – 8:00 am	<b>Sunrise Walk with Nurses House</b>
8:00 – 1:00 pm	<b>Registration</b>
8:15 – 9:15 am	<b>Continental Breakfast &amp; Exhibitor Networking</b>
8:15 – 9:15 am	<b>Board Breakfast</b> Current and New Members to the Board
9:15 – 9:30 am	<b>Leadership Roll Call</b> Daily Announcements
9:30 - 10:30 am	<b>Guest Speaker – Jessica Varghese, PhD, RN</b> Center for Nursing Research Rising Nurse Researcher Award Recipient
10:30 – 11:30 am	<b>Featured Speaker – Phyllis Quinlan</b> <b>Title:</b> Leadership Competency for the 21 <sup>st</sup> Century
11:45 – 12:00 pm	<b>Break</b>
<b>12:00</b>	<b>Lunch</b> Grab your lunch and come back to enjoy the end of the Conference!
12:30 – 1:30 pm	<b>EndNote Session – Dr. Carrie J. Barber, DNP, APRN, CNM, Ob/Gyn NP</b>

**2026 ANA-NY Annual Conference:  
ESP: Effective, Social and Professional Skills for Nursing**

**Title:** Let's Get Enlighted About Entrepreneurship in Nursing

1:30 – 3:00 pm      **Governing Assembly**

3:00 – 3:30 pm      **Wrap-Up and preview of 2027 Conference**

**Promo by Visit Rochester**



**Continuing Nursing Education (CNE) Credits Overview**

Day 1	The Essential Skills of Nursing	4.0 Contact Hours
Day 2	The Social Skills of Nursing	6.0 Contact Hours
Day 3	The Professional Skills of Nursing	6.0 Contact Hours
<b>Total</b>	<b>ESP Conference Total</b>	<b>16.0 Contact Hours</b>

8.0 hours of exhibit time

This activity has been submitted to American Nurses Association Massachusetts for approval to award contact hours. American Nurses Association Massachusetts is accredited as an approver of nursing continuing professional development by the American Nurses Credential Center's Commission on Accreditation.

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8:15 – 9:15 am	<b>Continental Breakfast &amp; Exhibitor Networking</b>
8:15 – 9:15 am	<b>Board Breakfast</b> Current and New Members to the Board
9:15 – 9:30 am	<b>Leadership Roll Call</b> Daily Announcements
9:30 - 10:30 am	<b>Guest Speaker – Jessica Varghese, PhD, RN</b> Center for Nursing Research Rising Nurse Researcher Award Recipient
10:30 – 11:30 am	<b>Featured Speaker – Phyllis Quinlan</b> <b>Title:</b> Leadership Competency for the 21 <sup>st</sup> Century
11:45 – 12:00 pm	<b>Break</b>
<b>12:00</b>	<b>Lunch</b> Grab your lunch and come back to enjoy the end of the Conference!
12:30 – 1:30 pm	<b>EndNote Session – Dr. Carrie J. Barber, DNP, APRN, CNM, Ob/Gyn NP</b>

**2026 ANA-NY Annual Conference:  
ESP: Effective, Social and Professional Skills for Nursing**

**Title:** Let's Get Enlighted About Entrepreneurship in Nursing

1:30 – 3:00 pm      **Governing Assembly**

3:00 – 3:30 pm      **Wrap-Up and preview of 2027 Conference**

**Promo by Visit Rochester**



**Continuing Nursing Education (CNE) Credits Overview**

Day 1	The Essential Skills of Nursing	4.0 Contact Hours
Day 2	The Social Skills of Nursing	6.0 Contact Hours
Day 3	The Professional Skills of Nursing	6.0 Contact Hours
<b>Total</b>	<b>ESP Conference Total</b>	<b>16.0 Contact Hours</b>

8.0 hours of exhibit time

This activity has been submitted to American Nurses Association Massachusetts for approval to award contact hours. American Nurses Association Massachusetts is accredited as an approver of nursing continuing professional development by the American Nurses Credential Center's Commission on Accreditation.

# erin.zazzera@stonybrook.edu

Sigma Kappa Gamma Chapter

Submission Date **Sep 12, 2025 9:55 AM**

Organization Name **Sigma Kappa Gamma Chapter**

Primary Contact **Erin Zazzera**

Address **28 University Drive  
Setauket, New York, 11733**

Primary Contact Phone Number **(631) 275-1016**

E-mail **[erin.zazzera@stonybrook.edu](mailto:erin.zazzera@stonybrook.edu)**

Website/Facebook **facebook- "Sigma Kappa Gamma Chapter" website for national Sigma:  
<https://www.s>**

Upload a copy of your Organization's Mission and Purpose



**Sigma Kappa Gamma mission.pdf**

50.8 KB

Number of Members (Note:  
Annual renewal of \$100 is due  
January)

**\$150: 201-300 RN members**

Year Incorporated **1990**

Annual or Biennial Meeting?  
When?

We have several meetings during the academic year- some virtual and some in person

Number on Executive Board **6**

Number of RNs on Executive Board **all RNs**

Upload a copy of your bylaws  
and a current list of board  
members



**Bylaws-Download.pdf**

1.04 MB



**Kappa Gamma Board Members 2025.pdf**

40.94 KB



Organizational Fact Sheet for the National Sigma Nursing website can be found here:

[Sigma Organizational Fact Sheet](#)

## Our Vision

Connected, empowered nurse leaders transforming global healthcare

## Our Mission

Developing nurse leaders anywhere to improve healthcare everywhere

## Strategic Goals

The Sigma board of directors has determined three strategic goals to guide the organization:

1. Nurses find Sigma resources and programs essential to further their professional advancement.
2. Sigma is the preeminent pathway to connect to nursing excellence around the globe.
3. Sigma connects nurses to industry, to lead the design and utilization of healthcare innovations to transform care delivery.

Sigma Kappa Gamma is a local chapter of Sigma Nursing associated with Stony Brook University School of Nursing in Stony Brook, NY.



## Kappa Gamma Chapter

### Board Members 2025

President	Debra Giugliano PhD, RN CPNP CPON
Vice President	Maria Milazzo PhD, PNP-C
Secretary	Mary Ellen LaSala PhD, RN
Treasurer	Erin Zazzera MPH, RN, TCRN, CEN
Council	Janet Galiczewski DNP, RN, ANP, CCRN Tara Hartwell MS, RN, CMSRN



# American Nurses Association New York

## Policy Manual

### Contents

Policy 1.1 Services of Association Legal Counsel .....	4
Policy 1.2 Access to Member Lists and/or Mailing Labels .....	4
Policy 1.2.1 Distribution of Research Participation Requests.....	4
Policy 1.3 Association Member Awards.....	4
Policy 1.3.1 Association Non-member Awards.....	8
Policy 1.3.2 Guidelines for Honoring Recipients of Awards Conferred by Other Organizations .....	9
Policy 1.4 Association Archives .....	9
Policy 1.4.1 Record Retention.....	10
Policy 1.5 Disciplinary Action .....	11
Policy 1.5.1 Recognition of Disciplinary Action of other ANA Constituent/State Nurses Associations.....	12
Policy 1.6 Attendance of Members at Voting Body Sessions .....	13
Policy 1.6.1 Seating of Non-Members at Voting Body Sessions .....	13
Policy 1.7 Attendance and Participation of Elected and Appointed Members .....	13
Policy 1.9 Advertising in Association Publications and on Association Websites.....	15

Policy 1.10 Use of Gender-Neutral Language in Association Materials and Communications .....	16
Policy 1.11 Membership Categories and Dues .....	17
Policy 1.12 Criteria for Participation of Elected and Appointed Leaders at Selected Outside Events.....	17
Policy 1.13 Criteria for ANA-NY Organizational Affiliate Status.....	18
Policy 1.13.1 Guidelines for Review and Evaluation of Bylaws of Nurses Associations Seeking Recognition as ANA-NY Organizational Affiliates.....	20
Policy 1.15 Advocacy.....	20
Policy 1.16 Copyright Policy.....	20
Policy 1.16.1 Use of ANA-NY Name and Trademark.....	21
Policy 1.16.2 ANA-NY Communications.....	22
Policy 1.16.3 Intellectual Property.....	22
Policy 1.17 Posting Board Policies on ANA-NY Website .....	23
Policy 1.18 Social Media.....	23
Policy 1.19 Representation of ANA-NY at Meetings, Conferences and Fundraisers .....	25
Policy 2.1 Legal and Fiduciary Obligations.....	26
Policy 2.2 Conflicts of Interest and Duty to Disclose .....	27
Policy 2.2.1 Conflicts of Interest Relating to Service on Association Committees .....	28
Policy 2.3 Board Appointments to ANA-NY Positions.....	29
Policy 2.3.1 Special Interest Groups for ANA-NY Members.....	31
Policy 2.3.2 ANA-NY Political Action Committee (PAC) Appointment Process.....	33
Policy 2.4 Actions of the Board of Directors Between Regularly Scheduled Meetings .....	34
Policy 2.5 Approval of Official Documents.....	35
Policy 2.6 Role and Function of Board Liaisons to Committees.....	35
Policy 2.7 Open Board Meetings.....	35
Policy 2.7.1 Members' Review of Minutes of Open Board Meetings.....	36
Policy 3.1 Nominations and Election .....	37
Policy 3.1.1 Timeline for Release of Slate for Association Elections.....	38
Policy 3.1.2 Election Protest .....	38
Policy 3.2 Simultaneous Service in Elected and Appointed Positions .....	38
Policy 3.3 Guidelines for Campaign Conduct .....	38
Policy 3.4 Advance Release of Election Results to Candidates for Association Positions .....	39
Policy 4.1 Role of ANA-NY in ANA Nominations Process .....	40
Policy 4.1.1 Assistance to Candidates .....	40

Policy 4.2 Role of ANA-NY in ANA and ANA-PAC Endorsements.....	40
Policy 4.3 Subsidy for ANA-NY Representatives to ANA's Membership Assembly .....	41
Policy 4.3.1 Subsidy for ANA-NY Observers to ANA's Membership Assembly .....	41
Policy 5.1 Travel, Reimbursement and Honoraria for Board of Directors .....	42
Policy 5.1.1 Remuneration of ANA-NY President .....	42
Policy 5.2 Guidelines for Honoraria for Association Services .....	42
Policy 5.3 Reimbursement of Expenses Incurred During Participation in Association Activities .....	43
Policy 5.4 Annual Meeting Honoraria and Expense Reimbursement.....	43
Policy 5.4.1 Complimentary Conference Registration .....	44
Policy 5.6 Investment Policy .....	44
Policy 5.7 Audit Committee Policy.....	45
Policy 5.8 Approval of Expenses .....	45
Policy 6.1 Job Descriptions.....	46
Policy 6.2 Staff Evaluations .....	46
Policy 6.3 Property maintenance.....	46

## Policy 1.1 Services of Association Legal Counsel

ANA-NY may contract legal counsel regarding the association's general welfare, fiscal responsibilities and economic welfare, and corporate responsibilities and activities. The Executive Director, under the guidance of the ANA-NY Board of Directors, shall determine the overall scope of legal services required by the association, including approving and instituting contractual arrangements between the association and legal counsel.

**Adopted: August 6, 2015**

**Reviewed: April 28, 2025**

**Revised:**

## Policy 1.2 Access to Member Lists and/or Mailing Labels

ANA-NY does not rent member lists and/or mailing labels to ANA-NY members, organizational affiliates, or outside organizations for any purposes. ANA-NY, through contractual agreements with service providers, gives access to our membership for marketing purposes.

**Adopted: August 6, 2015**

**Reviewed: March 20, 2023**

**Revised: November 17, 2017**

### Policy 1.2.1 Distribution of Research Participation Requests

ANA-NY does not distribute research requests to ANA-NY members through E-Blast. Members, organizational affiliates, or outside organizations may post requests for research participation on our website using the approved advertising fee schedule.

**Adopted: September 14, 2017**

**Reviewed: March 20, 2023**

**Revised:**

## Policy 1.3 Association Member Awards

ANA-NY may choose to recognize superior achievements of its members. The following eight (8) awards may or may not be awarded in any given year at the discretion of the Board of Directors and based on nominations received and recommendations forwarded by the ANA-NY Awards Committee. **Current ANA-NY Board of Directors are not eligible for ANA-NY awards. All nominees are required to be a registered professional nurse (RN) who is practicing or has practiced as an RN in New York State and a current member of ANA-NY.**

## **ANA-NY Hall of Fame:**

The ANA-NY Hall of Fame Award, a peer nominated award, recognizes a member who has made a sustained contribution to ANA-NY's mission and to the profession of nursing in New York State in the area(s) of nursing practice, education, and/or research. This person may also be eligible as a nominee for the ANA Hall of Fame Award.

### Criteria:

- Consistent, outstanding record of leadership that has directly affected the health and/or well-being of those dwelling in New York State through sustained, life-long contributions to the profession of nursing
- Recognized and respected leader in nursing and healthcare
- Impact of the contribution to the nursing profession must be at the state level at minimum and may be at the national or global level as well
- Achievements must have an enduring value to the profession of nursing and/or the health and welfare of the citizens of New York State

## **Mentorship:**

The ANA-NY Mentorship Award recognizes a nurse who has been an exemplary mentor to less experienced nurses (novices) in any domain of nursing – education, research, practice improvement, clinical practice, and/or health policy. The recipient of this award will have provided professional guidance and support to the mentees over a protracted time period during the evolution of their careers in an effort to help the mentees reach their professional, mutually agreed upon goals.

### Criteria:

- Demonstrated activity as a mentor through:
  - Documentation by at least two (2) mentees of the role played by the mentor in helping them to achieve their professional goals;
  - Collaborative publications and/or presentations with mentee as first author; and
  - Acknowledgement of mentor in published works (mentor not author) or awards supported by mentor (mentor not part of award).
- Protracted relationship between mentor and mentee (i.e., going beyond a work relationship). Examples: If a faculty member working with a student beyond graduation from a program. If in a clinical role, meeting and working with mentee beyond work hours.

## **Nursing Education:**

The ANA-NY Nursing Education Award recognizes a nurse educator who has significantly influenced nursing education as demonstrated by: (a) developing and implementing innovative and evidence-based teaching and learning strategies that meet

the needs of a diverse group of learners, (b) active involvement in curriculum design and implementation that meets essential learning outcomes, and (c) evidence of scholarship in the area of nursing education.

**Criteria:**

- At least five (5) years of full-time experience as a nurse educator in an academic setting
- At least a Master's degree in nursing
- Demonstrated evidence of significant contributions to nursing education in areas that relate to innovations in teaching and learning, faculty development, and curriculum design and implementation
- Acted as a mentor and role model for junior faculty in evidence-based teaching/learning approaches; and/or as a mentor to students, assisting them in navigating the first stages of their nursing career

**Nursing Practice:**

The ANA-NY Nursing Practice Award recognizes and celebrates excellence in the provision of direct or indirect care to patients, families, communities, and/or populations by a nurse at any level of practice (registered professional nurse, advanced practice nurse, nurse administrator, or clinical nurse educator). The recipient of this award exemplifies a high level of compassion and expertise in the provision of such health care.

**Criteria:**

- At least five (5) years of full-time experience as a nurse clinician
- At least a Bachelor's degree in nursing
- Demonstrated evidence of significant contribution to improved quality of patient care
- Demonstrated evidence of recognition for excellence in practice
- Modeled a holistic approach for care of both family and patient, cultural sensitivity, and excellent patient/family education

**Nursing Practice- Early Career:**

The ANA-NY Nursing Practice Award recognizes and celebrates excellence in the provision of direct care to patients, families, communities, and/or populations. The recipient of this award exemplifies a high level of compassion and expertise in the provision of such health care.

**Criteria:**

- Within five (5) years of initial licensure
- At least a Bachelor's degree in nursing

- Demonstrated evidence of significant contribution to improved quality of patient care
- Demonstrated evidence of recognition for excellence in practice
- Modeled a holistic approach for care of both family and patient, cultural sensitivity, and excellent patient/family education

### **Policy and Service:**

The ANA-NY Policy and Service Award recognizes a nurse who has made significant contributions in the policy, legislative, and/or nursing service sectors of the profession and has contributed in these realms beyond their own practice to advocate within the policy and/or service arenas to bring change to nursing and the healthcare system.

Criteria:

- Demonstrated activity in policy and/or service through a minimum of two (2):
  - Political activity (i.e., development and support of legislation, campaign work, fund raising, or lobbying), which promotes the nursing profession in political and health care arenas
  - Advancement of the knowledge of nurses, politicians, and policy makers concerning the contributions of nursing in the health care field
  - Development of mechanisms to promote the effectiveness of nursing's role in the provision of health care services through political and/or legislative activities
  - Promotion of the role of nursing as a scholarly discipline by using research findings as a foundation for legislative and regulatory initiatives that promote the role of nursing and the safety and quality of care of our patients
- Demonstrated activity in ANA-NYs policy, leadership, scholarship and/or educational agenda

### **Scholarship:**

The ANA-NY Scholarship Award recognizes a nurse who has made significant contributions in the scholarship of discovery, integration, teaching, and/or application (Boyer, 1996). The scholarship developed in any of these domains has to have been subjected to peer review and disseminated beyond the local and state level.

Criteria:

- Publication of at least ten (10) peer reviewed articles/chapters over the last five (5) years in a specific area of expertise, with at least one (1) of the following:
  - Recognized impact of scholarship on an area of nursing practice, education, administration, and/or policy (e.g., change in health and/or professional policies; influence in redesign of academic curriculum)
  - Requested as keynote speaker related to expertise

- Publication of an award-winning book
- Demonstrated mentorship of a novice in nominee's area of expertise

### **Member Award Application materials:**

- Written narrative nomination by nominator(s) (or self\*) that addresses how the nominee meets the criteria for the award; not to exceed 500 words or two double spaced typewritten pages
- Curriculum vitae of nominee
- Two (2) letters of support from professional colleagues
- Three (3) documents supporting the contributions of the nominee based on the criteria for the award
- Nominee's statement (if not self-nominated) of major contribution addressing the criteria for the award

\*Potential candidates for the Hall of Fame Award may not self-nominate.

**Adopted: June 3, 2017**

**Reviewed:**

**Revised: November 18, 2025**

### [Policy 1.3.1 Association Non-member Awards](#)

#### **Friend of Nursing:**

The ANA-NY Friend of Nursing Award recognizes non-nurse individuals or organizations (excluding professional nursing organizations) who have had a significant positive impact on ANA-NY, the health care community, and/or the health of people.

Criteria:

- Demonstrated commitment to the purposes and goals of ANA-NY.
- Demonstrated superior achievement and leadership in their field of work.
- Sustained contribution(s) of lasting significance to ANA-NY, the nursing profession, and/or the health of people in New York State.
- Examples of contributions to the nursing profession include, but are not limited to:
  - Leadership in strategic efforts to promote legislation and/or regulation supportive of Registered Nurses and their patients
  - Implementation of critical research which supports the nursing profession
  - Provision of exemplary service to a professional nursing organization
  - Participated in or lead collaborative efforts to improve health care
  - Demonstrated leadership in the promotion of Registered Professional Nurses as equal partners in the health care system

#### **Non-Member Award Application materials:**

- Written narrative nomination by nominator(s) (or self) that addresses how the nominee meets the criteria for the award; not to exceed 500 words or two double spaced typewritten pages
- Two (2) letters of support from professional colleagues

**Adopted: June 3, 2017**

**Reviewed: September 9, 2024**

**Revised: November 18, 2025**

### [Policy 1.3.2 Guidelines for Honoring Recipients of Awards Conferred by Other Organizations](#)

ANA-New York may, from time to time, wish to recognize recipients of awards conferred by other organizations, including nursing and non-nursing professional organizations, governmental agencies, healthcare agencies, and community organizations. ANA-New York may recognize the award and the recipient, provided conferral of the award enhances the visibility, mission, and goals of the association.

The executive director, with guidance from the board of directors, will determine if an award will be recognized and the type of recognition. Written or oral recognition could be provided, only with the consent of the award recipient, and could include publication in email or other communications, announcement on the website, or recognition at the annual meeting or other association meetings. Other tokens of recognition may also be provided to the recipient. In such instances, flowers, certificates, and promotional items should be considered over monetary gifts or gifts of membership. However, monetary donations may be considered to non-profit nursing, community, or other professional foundations in honor of the recipient.

**Adopted: August 6, 2015**

**Reviewed: April 28, 2025**

**Revised: December 7, 2018**

### [Policy 1.4 Association Archives](#)

The ANA-NY Archives shall be established to preserve the history, development, activities, and achievements of the association. The archives shall include written, recorded, and photographic materials to catalog the association's progress from its founding to the present. The archives shall also reflect the association's relationships with the American Nurses Association (ANA), the ANA Northeast Multistate Division (NEMSD), and other organizations including, but not limited to, governmental bodies and agencies, healthcare organizations, colleges and schools of nursing, professional nursing organizations, and fraternal and labor organizations.

The Center for Nursing at the Foundation of New York State Nurses, Inc. shall be designated as the Repository for the ANA-NY Archives and shall exercise the responsibilities for maintenance, protection, and access to records. The archives shall

be secured against defacement, alteration, and theft and protected against physical damage by excessive exposure to light, dampness, and dryness.

Access to the Archives will be granted by the ANA-NY Executive Director, under guidance of the Board of Directors, for purposes of research or the development of publications related to ANA-NY.

**Adopted: August 6, 2015**  
**Reviewed: December 11, 2023**  
**Revised: September 14, 2017**

### [Policy 1.4.1 Record Retention](#)

The purpose of this policy is to:

- provide a system for complying with document retention laws;
- ensure that the organization retains valuable documents, saves money, time and space;
- protect the organization against allegations of selective document destruction; and
- provide for routine destruction of nonbusiness, superfluous, and outdated documents.

#### **Retention Period**

General guidelines for the retention of employment, contractual, and financial documents that should be retained, and the period of retention, are set forth below. In general, documents that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were generated.

In accordance with legal requirements, good business practices, and federal contract requirements, all financial records (electronic or paper) of ANA-NY will be retained according to the following schedule:

**One year** - Search-Related Documents: Applications for employment, ads for open positions, resumes, interview notes, offer letters, rejection letters, and reference checking notes: Maintain 1 year after a decision to hire an employee is made.

**Two years** – Bank reconciliations, general correspondence, election results.

Three years – Bank statements, employment applications, insurance policies, petty cash vouchers.

**Four years** – Employment records, except for personnel files; expired contracts

**Seven Years** – Accident reports, accounts payable ledgers, accounts receivable ledgers, cancelled checks, contracts, garnishments, customer invoices, payroll records, personnel files, payment vouchers, withholding tax statements.

**Permanently** – Chart of Accounts, legal correspondence, mortgages, depreciation schedules, property records, tax returns, training manuals, board meeting minutes, survey findings, reports, occurrence records, bylaws and all amendments, Form 990 and any Schedules; IRS determination letter; 1023 Application for Exemption and all supporting documents; trademark registrations; leases; Combined Registration Application; and Articles of Incorporation.

Any documents not listed here will be retained for a term identified by the ANA-NY Board of Directors.

### **Destruction of Documents**

All documents, including electronic documents, that are no longer relevant to the organization's business, should be destroyed every 60 days. Do not retain drafts of any documents that have been finalized in other documents. Personal notes should be discarded after they are no longer needed. Material that requires shredding should be placed in the locked shredding box.

ANA-NY acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act of July 30, 2002, ("Act") makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding, with the intent to impede, obstruct, or influence investigation. Furthermore, the Act makes it a crime to knowingly intimidate, threaten, or corruptly persuade another person – or attempt to do so – with the intent to cause or induce another to alter, destroy, mutilate, or conceal an object for the purpose of impairing the object's integrity or availability for use in an official proceeding. An *official proceeding* is defined as a proceeding before a court, Congress, or a federal agency.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions, including fines and imprisonment for up to 10 years, against ANA-NY and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Board of Directors of a potential or actual litigation, external audit, investigation, or similar proceeding involving ANA-NY that may have an impact, as well, on the approved records retention schedule.

**Adopted: September 14, 2017**

**Reviewed: December 11, 2023**

**Revised:**

## [Policy 1.5 Disciplinary Action](#)

### **Cause for Disciplinary Action**

Cause for disciplinary action by ANA-NY against a member shall be limited to failure to fulfill the obligations as cited in the ANA-NY Bylaws; and other actions detrimental to the purposes, goals, and functions of ANA-NY and ANA.

## **Disciplinary Proceedings**

Disciplinary Proceedings shall be conducted by the Executive Committee of the Board of Directors (President, Vice-president, Secretary, and Treasurer).

## **Disciplinary Action**

After receiving a complaint concerning a member, the Executive Committee will be convened in a special, closed meeting to determine, by majority vote, whether the complaint requires action. Depending on the severity of the violation, a member may be reprimanded, censured, suspended from membership, or permanently expelled from membership. The disciplinary action imposed shall be by majority vote of the members of the Executive Committee.

## **Appeal of Disciplinary Action**

A member may appeal any disciplinary action. The disciplined member will submit a written appeal request to the Executive Director. The Directors-at-Large will be convened in a special, closed meeting to determine the outcome of the appeal. The disciplinary action will be lifted by a two-thirds vote of the Directors-at-Large.

The ANA-NY Audit Committee will review all disciplinary decisions for equity.

**Adopted: September 14, 2017**

**Reviewed: December 16, 2025**

**Revised: May 8, 2019**

## [\*\*Policy 1.5.1 Recognition of Disciplinary Action of other ANA Constituent/State Nurses Associations\*\*](#)

### **Recognition of Disciplinary Action**

Upon notification from an ANA Constituent/State Nurses Association (C/SNA) of disciplinary action against one of its individual members, ANA-NY will provide full recognition of such action, provided such action is in compliance with the acting C/SNA's bylaws and disciplinary policies and procedures.

### **Documentation of Compliance with Disciplinary Action**

The executive director shall request documentation from the acting C/SNA stating the specific disciplinary action(s) taken and that such actions are in compliance with the acting C/SNA's bylaws, policies, and procedures.

### **Ratification of Disciplinary Action**

A request by a C/SNA for recognition of disciplinary action including, but not limited to, suspension, expulsion, or barring from membership, shall be referred to the ANA-NY Board of Directors, who will vote for ratification of the disciplinary action. Such ratification will require a 2/3 vote of the board.

### **Limitations of Recognition**

ANA-NY will not endorse or seek repayment of fines levied by the acting C/SNA on its individual member, nor will ANA-NY publish names of members disciplined by other acting C/SNAs in its website, newsletter, or other media or publications.

The terms of this policy do not apply to Organizational Affiliates.

**Adopted: August 6, 2015**  
**Reviewed: December 11, 2023**  
**Revised: November 17, 2017**

## [Policy 1.6 Attendance of Members at Voting Body Sessions](#)

ANA-NY Governing Assembly meetings are open to members and non-members. Only ANA-NY members are eligible to vote. There is no charge to attend Governing Assembly meetings. When Governing Assembly meetings are scheduled within a conference, the meeting may be attended without paying the conference registration fee. All meeting attendees must register to attend.

**Adopted: August 6, 2015**  
**Reviewed: December 21, 2020**  
**Revised: December 11, 2023**

### [Policy 1.6.1 Seating of Non-Members at Voting Body Sessions](#)

Non-members attending ANA-New York Governing Assembly meetings may sit only in seating areas designated for non-members. Such areas will be clearly marked prior to the start of any Governing Assembly meetings in which voting by the membership shall occur.

**Adopted: August 6, 2015**  
**Reviewed: December 11, 2023**  
**Revised: September 14, 2017**

## [Policy 1.7 Attendance and Participation of Elected and Appointed Members](#)

### **Introduction**

Consistent attendance at meetings by elected and appointed members is essential to the expectations and work of ANA-NY. The association will make every effort to accommodate its leaders multiple and competing demands and to plan activities efficiently and respective of members' time. Prior to election or appointment, members will be advised of the time commitment necessary to attend meetings and carry out necessary activities and be provided with a copy of this policy on attendance and participation.

### **Definition of Excessive Absenteeism**

Excessive absenteeism shall be defined as absence from 50% (one half) of regularly scheduled meetings.

### **Elected Officers and Directors**

According to the ANA-NY Bylaws, absence from two consecutive meetings of the Board of Directors can be cause for declaring a vacancy in the board position. In the event of consecutive absences, the president of ANA-NY shall advise board members of the violation of the association bylaws. The elected member will be asked to assure consistent attendance at future meetings. If the member is unable to provide such assurance, the president shall ask the board to declare the position vacant. This request shall be considered at the next regularly scheduled meeting, with a vacancy being declared by majority vote of the Board of Directors.

Excessive absenteeism from non-consecutive meetings may be deemed a cause for examination of the elected member's attendance history and the effects it has had or may have on the overall functioning of the Board of Directors. If deemed necessary, the board may authorize, by a majority vote, that the president be authorized to seek the resignation of the member or the board may declare the position vacant. In the event the President is in violation of the consecutive or excessive absenteeism policies, the Vice president shall preside over the board's determination of vacancy and/or request for resignation.

### **Appointed Members of Committees and Task Forces**

Absence from two consecutive committee meetings shall be deemed sufficient cause for removing a member from a committee. In the event of consecutive absences, the committee chair shall advise the member of the potential for being removed from the committee and will seek input from the member regarding assurance for consistent attendance at future meetings. If the member is unable to provide such assurance, the chair will present to the president the name of the committee member, the attendance history, and the member's assurance or lack thereof for future attendance. The board of directors, at its next regularly scheduled meeting, may remove the member from the committee by a majority vote.

Excessive absenteeism from non-consecutive meetings is cause for examination of the appointed member's attendance history and the effects it has had or may have on the overall functioning of the committee. If deemed necessary, the president can request that the Board of Directors authorize, by a majority vote, the removal of the member from the committee. In the event the committee chair is in violation of the consecutive or excessive absenteeism policies, the board liaison to the committee shall present to the board of directors, who will then preside over the determination of removal as committee chair and removal from the committee.

### **Waiver of Attendance Requirements**

Based on unusual or emergent circumstances, an individual may appeal to the board of directors for consideration of a waiver to the attendance policies based on unusual or emergent circumstances. The board shall consider the appeal with sensitivity to the individual's situation. The board's opinion, based on majority vote, will be binding. Any

waiver granted by the board will pertain only to the initial breach of the two-consecutive-meeting policy. Any further absence may indicate that the elected or appointed member is unable to fulfill the position and the board may act either to declare a vacancy of the elected position or to remove the appointed member from the committee position.

**Adopted: August 6, 2015**

**Reviewed: April 28, 2025**

**Revised:**

## [\*\*Policy 1.9 Advertising in Association Publications and on Association Platforms\*\*](#)

For the purposes of this policy, advertising is any advertisement, signage, label, logo, packaging, imprint, sales promotion activity or device, public relations material or events, merchandising or other activity or communication that has the intent of promoting or marketing a product, service, research study, event or organization that has not been produced by ANA-NY. All advertising must communicate messages that are clear in content and support ANA-NY's mission/goals and strategic plan and must meet professional standards of quality in design and content. (Rutgers University, 2014, Section 80.1.3)

### **Preferences for Advertising**

Preference for advertising will be given to ANA-NY members and ANA-NY Organizational Affiliates in good standing, as well as other ANA constituent associations (C/SNA). The method of electronic communication used to disseminate such opportunities, events or resources will be at the discretion of the board or the Executive Director. Examples of electronic communication could include using a social media platform (e.g., Facebook), inclusion of information in an email, or a posting on the ANA-NY website. All advertisement and postings from entities *must* include the disclaimer:

*This [electronic communication] is not an official communication of ANA-NY. It is a courtesy announcement that was considered to be of potential interest to the ANA-NY membership. Distribution of this literature is **not** an endorsement by ANA-NY and ANA-NY is **not** responsible for errors of content. Please contact the identified, responsible individual or organization directly if you have questions related to this communication.*

### **Requests and Acceptance**

External entities may request advertising in ANA-NY electronic or print materials or on the association website. Such requests should be made in writing to the Executive Director. The Executive Director, with input from the Board of Directors as needed, will evaluate the materials to ensure they are in line with the association's mission, vision, and goals. Acceptance of advertising does not mean endorsement by ANA-NY of the product or service advertised, the advertisers, or the claims made. The executive director may request data to substantiate any claims made in the advertisement.

## Fees

An advertising fee will be paid to ANA-NY based on a schedule established by the Executive Director and approved by the Board of Directors.

## Denial of Advertising

ANA-NY reserves the right to deny advertisement at the discretion of the Executive Director and the Board of Directors. Rejection does not necessarily imply that the product or service is without merit or that the advertiser lacks integrity.

Advertising is unacceptable when it:

- conflicts with any ANA-NY policies;
- adversely affects or has the potential to affect ANA-NY's reputation;
- appears to create an endorsement by ANA-NY of a particular company, product, political candidate or position regarding public policies without prior approval of the Board;
- violates ANA's *Scope and Standards of Nursing Practice* or *The Code of Ethics for Nurses*;
- ridicules, exploits, or demeans persons on the basis of their age, color, creed, handicaps, national origin, race, religion, sex, gender, gender identity, or sexual orientation;
- promotes products that may be in conflict with the legislative agenda of ANA-NY; or
- presents copy that makes false, misleading, or extravagant claims.

## Privacy of Membership Contact Information

ANA-NY members responsible for disseminating the content will ensure that the privacy of the membership list is maintained and not distributed to any third party. ANA-NY membership contact information will not be disseminated without express permission of the members.

## Conflicts of Interest

Any potential conflicts of interest among the advertiser and the executive director and/or a member of the board of directors will be considered by the full board of directors prior to acceptance or denial.

**Adopted: August 6, 2015**

**Reviewed: February 14, 2022**

**Revised: April 28, 2025**

## Policy 1.10 Use of Gender-Neutral Language in Association Materials and Communications

It is the policy of ANA-NY that all publications, website materials, and written or other forms of communication be expressed, to the extent reasonable, in gender neutral language or in language that is inclusive of any gender. This policy does not refer to

materials or communications that discuss specific persons, where indication of gender refers back to those persons.

**Adopted: August 6, 2015**

**Reviewed: April 28, 2025**

**Revised:**

## Policy 1.11 Membership Categories and Dues

### **Dual ANA C/SNA membership**

ANA-NY will accept persons for “secondary” membership in accordance with the ANA “Guidelines for a C/SNA to Admit Members Who Are Members of Another SNA” provided such individuals:

- support the mission, vision, and purposes of ANA-NY;
- reside outside the state of New York;
- meet all qualifications for membership per ANA-NY Bylaws;
- pay the appropriate ANA-NY membership dues.

### **Transfer of Membership**

Payment of additional dues shall not be required from, nor refunded to, individual members transferring from another constituent member of ANA if the individual C/SNA member has made full payment of dues to the C/SNA from which they are transferring.

### **Complimentary Membership for Retired Nurses**

The Executive Director of the association is authorized to grant complimentary membership to retired nurses who have maintained membership in ANA throughout or for long periods of their careers, and for whom payment of membership dues represents financial hardship. Each request for consideration of complimentary membership will be evaluated on its own merits; such granting of complimentary membership is not to be construed as an automatic privilege for members who have retired.

**Adopted: November 12, 2014**

**Reviewed: April 28, 2025**

**Revised:**

## Policy 1.12 Criteria for Participation of Elected and Appointed Leaders at Selected Outside Events

### **Criteria**

- Participation must be deemed a priority by this association.
- The representative must be a current member of this association.

- The potential impact of participation in the event on ANA-NY's work and/or coalition building must be significant.
- The ANA-NY representative must be in a position to relate ANA-NY's position to the audience effectively.

### **Expectations of the Representatives**

The members representing ANA-NY will:

- represent the association's positions and policies, and not their own;
- provide the association with all meeting materials, including handouts;
- supply a summary of key points to the association within one month after the event;
- be willing to present information to association colleagues;
- comply with ANA-NY's reimbursement policies.

**Adopted: November 12, 2014**

**Reviewed: April 28, 2025**

**Revised:**

## Policy 1.13 Criteria for ANA-NY Organizational Affiliate Status

The ANA-NY Bylaws provide for the definition, qualifications, responsibilities and rights of organizational affiliates. The bylaws stipulate that organizational affiliate status is granted by the Board of Directors. This policy: provides for an application review process; and establishes organizational affiliate benefits, obligations, and a fee scale.

### **Criteria**

The bylaws state that an organizational affiliate must maintain a mission and purpose harmonious with the purposes and functions of ANA-New York. In addition, an organizational affiliate must:

- be in existence for at least two years;
- be composed of and governed by a majority of registered nurses;
- pay initial application fee (see below) and an annual renewal fee of \$100 due January 1 of each year;
- annually submit updated organizational information (e.g., board of directors, bylaws, member list).

### **Other Organizational Benefits**

In addition to the rights stipulated in the bylaws, organizational affiliates in good standing shall have the following benefits:

- ANA-NY will underwrite nursing continuing education fees with ANA-NY identified as sponsor (late or expedited fees will not be reimbursed)

- access to ANA-NY's downtown Albany office when visiting the state capitol, with ample notice;
- invitation to shared seats at ANA-NY sponsored events in your region;
- discount on exhibiting at ANA-New York annual conference;
- co-branded Nurses Week promotions within OA region;
- hosting opportunity when ANA-NY annual conference is in OA region;
- posting of OA events on ANA-NY website and social media platforms;
- name/logo included in the ANA-NY Nurse quarterly newsletter with circulation to over 40,000 nurses in NYS, schools of nursing, hospitals, and state legislators;
- an electronic link to our quarterly newsletter available for OAs to distribute to their members;
- attendance at ANA-New York's annual conference at a member registration rate for the organizational affiliate's representatives;
- right of organizational affiliate's RN liaison to attend and speak at ANA-NY's governing assembly, without vote;
- link with logo on Website with recognition of Organizational Affiliate status;
- access to professional development opportunities for affiliate's members and staff;
- access to experts in a variety of nursing specialties;
- opportunities to network with ANA-NY members across New York state;
- access to speakers from the membership on a variety of nursing topics;
- preferred sponsorship opportunities at special events and other programs.

### **Organizational Affiliate Obligations**

- Notify ANA-NY of any officer changes.
- Add ANA-NY to press releases and publication distribution lists.
- Notify ANA-NY of annual meetings and events for posting.

### **Organizational Affiliate Application Fee Scale**

Organizations with memberships of:

1 – 100 RN members	\$100
101 – 200 RN members	\$125
201 – 300 RN members	\$150
For each 100 RN members above 300	\$ 10

Organizational Affiliate Annual Renewal Fee

\$100 regardless of organization size

**Adopted: November 12, 2014**

**Reviewed: December 11, 2023**

**Revised: December 21, 2020**

## Policy 1.13.1 Guidelines for Review and Evaluation of Bylaws of Nurses Associations Seeking Recognition as ANA-NY Organizational Affiliates

In order to assure that an organizational affiliate maintains a mission and purpose harmonious with the purposes and functions of ANA-NY, submitted organizational affiliate bylaws will be reviewed at time of application and annually with renewal.

The bylaws will be reviewed to assure the purpose and structure:

- Supports and promotes the nursing profession
- Does not conflict with or undermine the purpose and functions of ANA-NY and ANA
- Clearly indicates that nurses are the majority of leaders and members within the organization

**Adopted: September 14, 2017**

**Reviewed: December 11, 2023**

**Revised:**

## Policy 1.15 Advocacy

ANA-NY fulfills the responsibility of the profession on behalf of its members to monitor and support legislative and regulatory proposals that affect the health and welfare of the public and members of the profession of nursing. The ANA-NY Legislation Committee implements the legislative program adopted at the annual Governing Assembly. The Board of Directors votes on any emerging committee recommendation between meetings of the Governing Assembly, as charged by the membership, per the Bylaws.

In the event of the association lobbyist requiring a response to pending legislation within a time frame that does not allow for a meeting, virtual or real time, of the Legislation Committee and subsequent meeting of the Board, virtual or real time; the Executive Director is charged with providing this rapid response to legislative issues. Should the Executive Director be unavailable or unable to make the determination, the President will provide the rapid response.

**Adopted: September 14, 2017**

**Reviewed: December 16, 2025**

**Revised: May 8, 2019**

## Policy 1.16 Copyright Policy

The Copyright Act of 1976 defines the rights of copyright holders and codifies the fair use of materials. It is the intent of the ANA-NY board of directors to comply with the U.S. Copyright Law (Title 17, US Code Section 102) and remain consistent with the Copyright Policy established by the American Nurses Association.

All materials posted by ANA-NY are subject to copyrights owned by the American Nurses Association, Inc. - New York (ANA-NY) and other individuals or entities. Any reproduction, retransmission, or republication (in whole or in part) of any document or information found on ANA—NY materials is expressly prohibited, unless otherwise agreed to by ANA-NY or other copyright owner and expressly granted in writing to consent to reproduce, retransmit, or republish the material. All other rights reserved.

The names, trademarks, service marks and logos of ANA-NY appearing on materials may not be used in any advertising or publicity, or otherwise to indicate ANA-NY's sponsorship of or affiliation with any product or service, without ANA-NY's prior express written permission. All other trade and/or services marks are the property of the respective entities and may not be used without their express permission. ANA-NY is not responsible for the misuse of other trade and/or service marks by individuals or entities not employed by the American Nurses Association – New York.

Although the ANA-NY site includes links providing direct access to other Internet sites, ANA-NY takes no responsibility for the content or information contained on those other sites and does not exert any editorial or other control over those other sites.

ANA-NY is providing information and services on the Internet as a benefit and service in furtherance of ANA-NY's nonprofit and tax-exempt status. ANA-NY makes no representations about the suitability of this information and these services for any purpose.

ANA-NY board members and members are prohibited from copying copyrighted works unless the action is authorized by:

- specific exemptions in the copyright law;
- the principles of fair use;
- fair-use guidelines; or
- licenses of written permission from the copyright owner.

Any other copying must be approved by the ANA-NY's Board or Executive Director. Board members or affiliated personnel who willfully disregard the Copyright Policy do so at their own risk and assume all liability. ANA-NY board members and members may be subject to disciplinary action and appeal processes outlined in the ANA-NY Bylaws for violation of this policy.

**Adopted: October 2015**  
**Reviewed: April 28, 2025**  
**Revised: December 7, 2018**

[Policy 1.16.1 Use of ANA-NY Name and Trademark](#)

No board member, individual or group of members, or organizational affiliate may use the name American Nurses Association – New York, or its abbreviation ANA-NY, or its emblem or trademark for the purpose of endorsing or supporting a cause, candidate, person, product, organization or business entity without the express written consent of the ANA-NY Board of Directors.

Nothing in this section shall be understood to prohibit an officer or member from using the name to identify oneself as an officer or member, or to prohibit an officer or member from referencing the name incidental to a discussion concerning the organization.

**Adopted: October 2015**

**Reviewed: April 28, 2025**

**Revised:**

## [Policy 1.16.2 ANA-NY Communications](#)

No board member, individual or group of members, or organizational affiliate may provide public commentary – written or spoken, for the purpose of endorsing or supporting a cause, candidate, person, product, organization or business entity without the express written consent of the ANA-NY Board of Directors.

Nothing in this policy shall be understood to prohibit an officer or member from using the name of the organization to identify oneself as an officer or member, or to prohibit an officer or member from referencing the name incidental to a discussion concerning the organization.

**Adopted: January 8, 2019**

**Reviewed: April 28, 2025**

**Revised:**

## [Policy 1.16.3 Intellectual Property](#)

Any individual who engages with ANA-NY, uses, provides, or incorporates into any goods or services of ANA-NY any intellectual property owned by the individual or in which the individual has an interest, the individual thereby grants ANA-NY, under all of his/her intellectual property and proprietary rights, the following worldwide, non-exclusive, perpetual, irrevocable, royalty free, fully paid up rights: (a) to make, use, copy, modify, and create derivative works of such intellectual property, (b) to publicly perform or display, import, broadcast, transmit, distribute, license, offer to sell, and sell, rent, lease or lend copies of such intellectual property (and derivative works thereof) and (c) to sublicense to third parties the foregoing rights, including the right to sublicense to further third parties.

**Adopted: November 18, 2017**

**Reviewed: December 11, 2023**

**Revised:**

## Policy 1.17 Posting Board Policies on ANA-NY Website

ANA-NY shall post the current policy manual on the “members only” section of its website.

**Adopted: August 15, 2015**

**Reviewed: April 28, 2025**

**Revised: December 7, 2018**

## Policy 1.18 Social Media

### Purpose

The purpose of this social media policy is to establish basic guidelines for the responsible use of social media by the members and representatives of the American Nurses Association - New York (ANA-NY). Social media can be a powerful tool for communication and advocacy, and it is essential to ensure that its use aligns with the values and goals of ANA-NY.

#### 1. Professionalism:

All members and representatives of ANA-NY are expected to maintain a high level of professionalism when engaging in social media activities. Respectful and courteous communication is paramount.

#### 2. Confidentiality:

Respect the privacy and confidentiality of others. Do not share confidential information, including patient data, internal discussions, or proprietary information, on social media platforms. Be careful about what you mention online from your personal account.

#### 3. Endorsements and Representations:

Clearly identify personal opinions as such and ensure that it is clear you are not speaking on behalf of ANA-NY unless explicitly authorized to do so. Avoid making endorsements or representations that could be misconstrued as official ANA-NY positions.

#### 4. Appropriate Distribution of News and Information:

There is a plethora of information to share with ANA-NY leaders, members, followers, and other constituents. Selecting the appropriate platforms and channels to distribute news and information is critical in the effectiveness of the material. While the final dissemination of news and information will be determined on a case-by-case basis by the ANA-NY Communications representative and Executive Director, the general distribution strategy by type of content is outlined below.

#### 4.1 Organization Website — ANANY.org:

General announcements and news, including items from the American Nurses Association, ANA-NY, organizational affiliates; Event listings; Approved postings from members, including paid advertisements and research study participant requests.

#### 4.2 Members-Only Web Pages:

Finalized and approved policies and the Annual Book of Reports; Board of Directors meeting announcements, agendas, and minutes.

#### 4.3 Nursing Network Website — ANANY.NursingNetwork.com:

Event listings and registration.

#### 4.4 Email Communications:

Weekly email update sent Thursday mornings with important action items, nursing news, and upcoming events, as well as other content deemed pertinent by the ANA-NY Communications representative; Month office update sent in partnership with eHealth Careers; Quarterly office newsletter sent in partnership with eHealth Careers.

#### 4.5 Social Media Platforms — (e.g., Facebook, X (Twitter), Instagram, and LinkedIn)

Social media content will include general announcements and important news, upcoming events, and invitations to participate in research studies; content will be designed to delight and engage followers with the intention of building community, increasing engagement, and ultimately driving website traffic that can lead to membership; Social media content will be developed and managed by the ANA-NY Communications representative.

### 5. Use of ANA-NY Branding:

When representing ANA-NY, use official branding and logos consistently. Unauthorized use of ANA-NY branding is prohibited. Request official branding and logos from [Communications@ANANY.org](mailto:Communications@ANANY.org).

### 6. Personal Responsibility:

Individuals are personally responsible for the content they publish on social media platforms. Remember that online content is often permanent, and once published, it can be challenging to retract.

### 7. Review and Updates:

This policy will be periodically reviewed and updated to reflect changes in technology, social media platforms, and the needs of ANA-NY.

**Adopted: September 14, 2017**  
**Reviewed: February 14, 2022**

**Revised: December 11, 2023**

## Policy 1.19 Representation of ANA-NY at Meetings, Conferences and Fundraisers

The ANA-NY Board of Directors will review invitations received and determine if the request is aligned to the mission and purposes of ANA-NY. Events that are approved by the Board of Directors shall be attended by a board member and/or the Executive Director whenever possible. If additional representatives of ANA-NY are necessary, members and/or organizational affiliates may be invited to attend.

ANA-NY does not support or attend political fundraising events.

**Adopted: September 14, 2017**  
**Reviewed: December 11, 2023**  
**Revised:**

## Policy 2.1 Legal and Fiduciary Obligations

ANA-NY Board of Directors are held accountable for maintaining legal and ethical practices when conducting the business of the organization. ANA-NY board members ensure that the organization adheres to local, state, and federal laws that apply to non-profit organizations as well as acting within the provisions of the bylaws of ANA-NY.

Board members are required to make a reasonable and good-faith effort to uphold these standards at all times through the jurisdiction and implementation of the following duties:

*The duty of care,*  
*The duty of loyalty, and*  
*The duty of obedience.*

*“The duty of care requires that a nonprofit board member participate actively in governance and oversight of an organization’s activities. This includes attending board and committee meetings, reviewing and understanding the organization’s financial documents, helping to frame strategic plans, identifying and managing risks as well as opportunities, and taking prudent steps to advance the organization’s mission and goals” (NYC.gov, 2018, para 3).*

*The duty of care* requires that board members, through watchful care, actively and fully participate in the governance and oversight of the organization’s activities. The duty of care is exemplified, but not limited to, the following activities:

- Be aware of the nonprofit’s mission, plans and policies, and be sure that they indeed serve the needs of the ANA-NY community that the Board members represent.
- Be sure that all ANA-NY activities are in accordance with the vision, mission, initiatives and policies, and are in accordance with the ANA-NY Bylaws.
- Fully participate in Board meetings, deliberations and decisions.
- Read, evaluate and ensure accuracy of all reports, including but not limited to minutes, financial reports and evaluations.
- Provide for fiscal accountability, approve budgets, and formulate policies related to contracts from public and private resources.
- Help to frame strategic plans by identifying and managing risks, as well as opportunities, in order to maintain and advance the mission and goals of ANA-NY.
- Ensure the organization has sufficient resources, including people, funding and other assets.

*“The duty of loyalty requires that a nonprofit board member act in the best interest of the organization at all times. This includes identifying and disclosing potential conflicts of interest before joining the board, and when they arise. When a potential conflict exists,*

*board members must follow conflict of interest management steps as mandated by law and recommended in good governance guidelines” (NYC.gov, 2018, para4).*

*The duty of loyalty* requires that board members act in the best interest of the ANA-NY by putting the needs of the ANA-NY before all others, including their own needs of self-interest. Potential or actual conflicts of interests must be identified, addressed and resolved before joining the board, and/or when they arise. When such conflicts of interest arise, they will be addressed and resolved accordingly (See Policy 2.2.1). *The duty of loyalty* is exemplified, but not limited to, the following activities:

- Focused attention and consideration to the priorities of ANA-NY and not that of another organization or one's self
- Share ideas, opinions and advice to forward the progress of ANA-NY
- Represent ANA-NY in an appropriate, professional and exemplary manner

*“The duty of obedience requires that a nonprofit board member work to ensure that the organization complies with applicable laws and regulations, acts in accordance with its own policies, and carries out its mission appropriately. Board members should ensure that the organization carries out its purpose and does not engage in unauthorized activities” (NYC.gov, 2018 para 5).*

*The duty of obedience* expects that the board members have an obligation to advance the mission of ANA-NY and act in accordance with the mission of the organization, abiding by its policies and protocols, in order to carry out its purpose. *The duty of obedience* is exemplified, but not limited to, the following activities:

- Ensuring compliance with applicable policies, protocols and Bylaws
- Ensuring effective organizational planning
- Ensuring adequate resources
- Managing resources including personnel, expertise, facilities, and other assets
- Enhancing the organization's public image

**Adopted: September 2015**

**Reviewed: April 28, 2025**

**Revised: December 2018**

## Policy 2.2 Conflicts of Interest and Duty to Disclose

Pursuant to and supplementing both New York Not-for-Profit Corporation Law and Robert's Rules of Order, every member of the board of directors shall fully disclose any pecuniary, professional, or employment interest in, or relationship to, any matter brought to the Board's attention requiring discussion, deliberation, or other action by the Board. An officer of the Board may not concurrently serve as an officer of another

organization's Board with which ANA-NY has a fiduciary relationship that can be interpreted as a conflict of interest.

If a board member's interest in or relationship to any such matter would tend to cause his or her participation in board discussion or action on the matter to create the impression of potential conflict of interest or impropriety, such board member shall refrain from participation in any such discussion or action.

In the event a board member is uncertain whether his/her fully disclosed interest in or relationship to any such matters requires abstention from participation, the question shall be presented to the remaining members of the board who shall, by simple majority, determine whether the board member shall abstain from participation.

At the time the conflict of interest statement is signed, any board member with a known or perceived conflict of interest will disclose in writing that conflict; and the president will announce in an open board meeting that disclosure is on file for board members' review.

The Audit Committee will review all conflict of interest statements annually.

**Adopted: November 12, 2014**

**Reviewed: October 10, 2022**

**Revised: May 8, 2019**

## Policy 2.2.1 Conflicts of Interest Relating to Service on Association Committees

Every member of an association committee shall fully disclose any pecuniary, professional, or employment interest in, or relationship to, any matter brought to the member's attention requiring discussion, deliberation, or other action by the committee.

If a member has a competing pecuniary, professional, or employment interest in or relationship to any such matter that would impair their impartiality, limit their participation in unit discussions or actions, or create the impression of potential conflict of interest or impropriety, then that member will be determined to have a conflict of interest that would preclude them from serving on an association organizational unit.

Activities that constitute a conflict of interest may include, but are not limited to:

- Active participation in or employment by an organization that advocates against or takes positions contrary to the association's official positions and initiatives.
- Employment by the New York State Legislature or by any individual Senator or Assembly member.

- Holding a policy-making position in a state agency, professional organization, or labor union.
- Serving as an officer in a local, county, state, or national political party.
- Holding an elected political office in local, state, or federal government.

The association Board of Directors shall make final determinations about whether a member is ineligible to serve on an association organizational unit.

The Audit Committee will review all conflict of interest statements annually.

**Adopted: November 12, 2014**

**Reviewed: October 10, 2022**

**Revised: May 8, 2019**

## Policy 2.3 Board Appointments to ANA-NY Positions

Appointments by the Board of Directors are regularly required for ANA-NY committees and task forces. Occasional appointments are required to fill vacancies of the board and standing and special committees.

### Criteria for Appointment

The following criteria will be considered by the board in selecting individuals for appointed positions:

- Membership in ANA-NY is required.
- Each applicant must submit a signed application including
  - consent to serve if appointed
  - listing of experience and/or other qualifications relevant to the position being sought
  - a curriculum vitae/resume
- The Board of Directors will give special consideration to:
  - special knowledge and expertise
  - previous participation in ANA-NY activities
  - geographic representation
  - attention to diversity
  - evidence of leadership ability, particularly for chair position
  - inclusion of nurses from all settings

### Terms of Appointment

In accordance with bylaws requirements: appointments will be for two (2) year terms; terms begin following the close of the organization's annual meeting; an individual may be appointed for no more than three (3) consecutive terms in any given position, or for a total of six (6) years. Exceptions to this policy may be considered by the board when indicated by such factors as composition, continuity, special expertise, attendance, or

other special conditions. Appointees must comply with the organization's policy on attendance and participation of elected and appointed members.

### **Filling Vacancies**

Members appointed to fill vacancies will serve for the duration of the unexpired term of the individual who vacated the position. Those members will become eligible for reappointment at the end of that term. Determination of eligibility for future reappointment will be based on the provision in the ANA-NY parliamentary authority *Robert's Rules* that a member "who has served more than half a term in a position is considered to have served a full term."

### **Standing Committees**

#### Audit (minimum of 5 members)

- At least two (2) members shall not be a member of the Board of Directors
- Neither the President nor the Treasurer may serve
- Experience in budget administration and/or finance is desirable

#### Bylaws (minimum of 5 members and a maximum of 7 members)

- Appointees should have basic experience and familiarity with the organization and parliamentary authority (*Robert's Rules*).
- Active participation in the affairs of the organization at both local and state levels is recommended. Appointees should have basic experience and familiarity with the organization.
- Experience as a member of a bylaws committee of another organization (e.g., local or other level) is highly desirable.

#### Finance (minimum of 5 members and a maximum of 7 members)

- The Treasurer of ANA-NY is chair of the committee.
- At least one additional member of the board of directors and three to five members at large are appointed to the committee.
- Experience in budget administration and/or finance is desirable.

#### Legislation (10 members)

- Experience in legislative activities (local, state, national) is preferred.
- Support of ANA-NY legislative priorities is required.
- Participation in organization's annual lobby day is desired.

## Other Committees

### Awards

- Committee composition should reflect varied nursing practice experience (direct care, advanced practice, clinical-based education, leadership, and research) across a variety of settings.

### Engagement

- Commitment and enthusiasm for developing and implementing new strategies for engaging members is essential.
- Experience in networking with nurses and other health care professionals is recommended.

### Nursing Education

- Master's or doctoral degree is required for most members.
- Experience with associate, baccalaureate, graduate, or continuing nursing education in New York State is required.

**Adopted: April 25, 2015**

**Reviewed:**

**Revised: April 28, 2025**

## Policy 2.3.1 Special Interest Groups for ANA-NY Members

**A special interest group (SIG) is a community within a larger organization with a shared interest in advancing a specific area of knowledge, learning or technology where members cooperate to affect or to produce solutions within their ... field.**

[https://en.wikipedia.org/wiki/Special\\_interest\\_group](https://en.wikipedia.org/wiki/Special_interest_group)

### **Purpose**

Special Interest Groups (SIG) will create opportunities for ANA-NY member engagement in addition to the traditional service on the board and committees.

- SIGs will support the mission, values, and strategic goals of ANA-NY.
- Members will join colleagues to learn more about an area of interest, share their expertise with others, or learn about something new.
- SIGs will broaden involvement and include members from across the state in virtual meetings as well as possible periodic, in-person events.

### **Criteria**

- All SIG members must be ANA-NY members

- Two ANA-NY members with expertise and interest in the SIG topic area will be appointed by the Board to co-facilitate the SIG
- The Board will approve the formation of all SIGs to allow the Board to monitor the administrative capacity for additional SIGs and assess levels of member satisfaction, engagement, and outcomes.
- Any ANA-NY member can propose a focus area for a SIG by contacting the Member Engagement Associate with a specific focus/topic, goals, potential Lead or Co-lead names for the SIG and stated intent to be part of the SIG.

## **Process**

- SIG members will be recruited through ANA-NY email, social media and networking with support from the ANA-NY Communications Associate
- ANA-NY Board members will be encouraged to join a SIG as well.
  - This will support regular updates to the Board related to the SIG events, member participation, engagement, and satisfaction.
- The ANA-NY Member Engagement Associate will work with the SIG Co-leads to schedule meetings (virtual or in person), schedule breakout groups at the annual meeting, invite guest speakers and any other support that will facilitate the function of the SIG.
- An initial virtual meeting for each SIG will be done:
  - To determine meeting dates and times by consensus.
  - Specific goals or outcomes for the SIG
  - Suggestions for guests or member presentations on topics of interest to the SIG members
- SIGs may identify membership outreach and education by webinars, presentations or forums at the Annual meeting; articles for the newsletters; or other action items for ANA-NY to consider. These action items shall be submitted as a proposal to the Executive Director for review and approval by the appropriate entity within ANA-NY.

**Adopted:** January 15, 2024

**Reviewed:**

**Revised:**

## Policy 2.3.2 ANA-NY Political Action Committee (PAC) Appointment Process

The ANA-NY PAC was established by filing the *Committee Designation of Treasurer and Depository* with the NYS Board of Elections in Spring 2021.

### Appointment Process

- The appointment of ANA-NY members to the PAC is the responsibility of the ANA-NY Board. PAC members may not concurrently serve on another organization's PAC.
- Each PAC appointment is for a three-year term. All PAC Board members are limited to two consecutive 3-year appointments. Term extensions may be considered by the ANA-NY Board of Directors on an as needed basis.
- One of the current three staggered PAC Board appointments will expire each year.
- A nomination and accompanying C.V. for PAC appointments may be submitted by any ANA-NY Board member for consideration and review each year at the January ANA-NY Board meeting.
- The number of PAC Board members may be increased at the discretion of the ANA-NY Board (with the recommendation that the total members be an odd number).

### Criteria for Nomination and Appointment

- PAC nominees must be ANA-NY members in good standing for a minimum of three years before nomination to the PAC.
- PAC nominees should have some prior relevant experience with policy, politics, and advocacy
  - This might include:
    - Service on the ANA-NY Legislation Committee or the Legislation or Government Affairs/Policy Committee for a professional or not-for-profit organization.
    - Experience on a PAC for a different group
    - Participation in advocacy or lobbying activities
    - Interaction with elected officials or work on political campaigns

Adopted: January 15, 2024

Reviewed:

Revised:

## Policy 2.4 Actions of the Board of Directors Between Regularly Scheduled Meetings

### **Conference Calls**

Between regularly scheduled meetings of the Board of Directors, discussion or action may be required of the Board on items of business requiring immediate attention. The President may request a virtual meeting or conference call and such business may be conducted, provided that there is a quorum. The Board of Directors will receive written minutes of the conference call at its next regularly scheduled meeting.

### **Referenda**

In intervals between regular meetings, the President may refer and submit to members of the Board of Directors definite questions or issues requiring action relating to affairs of ANA-NY, as specified in the bylaws.

### **Actions of the Executive Committee**

The Executive Committee of the Board of Directors may transact business of an emergency nature between regular meetings of the Board.

Business of an emergency nature is defined as a matter of great significance to the welfare and/or stability of ANA-NY that requires immediate action in a time period that precludes the possibility of a conference call of the full Board of Directors.

The Board of Directors may, by a majority vote during a regularly scheduled meeting, or by a majority vote obtained by a referendum, assign to the Executive Committee disposition of a matter which does not require the attention of the entire board.

All board members shall be notified of any Executive Committee actions and shall receive a written report and will ratify the actions at the next regularly scheduled meeting of the board.

### **Virtual Voting**

Business of ANA-NY requiring decisions via email must follow these criteria per NYS Not for Profit Corporation law:

- Electronic votes must have 100% participation
- To be valid, electronic votes must have unanimous vote
- A motion is required as well as a second
- Making the motion or the second does not count as casting a vote
- Results of electronic votes will be recorded in the minutes of the next regular meeting

**Adopted: April 25, 2015**  
**Reviewed: March 15, 2021**  
**Revised: September 9, 2024**

## Policy 2.5 Approval of Official Documents

Any document intended for dissemination as an official recommendation or position of ANA-NY must be submitted to the Board of Directors for approval. Examples of such documents include position statements, standards, and guidelines. Incidental communications such as emails and correspondence, not intended for public dissemination, are not included in this policy unless such communications intend to establish an official position of ANA-NY.

**Adopted: April 25, 2015**  
**Reviewed: April 28, 2025**  
**Revised:**

## Policy 2.6 Role and Function of Board Liaisons to Committees

Board liaisons to ANA-NY committees are board members with voice, but no vote, appointed by the full Board of Directors usually at the first meeting following the ANA-NY annual meeting.

Board liaisons provide a link between the board and committees of ANA-NY. When assigned as board liaisons, board members support the work of the committee, participate in discussions, offer advice and input, provide board presence at committee meetings, and offer clarification on issues.

**Adopted: April 25, 2015**  
**Reviewed: April 28, 2025**  
**Revised:**

## Policy 2.7 Open Board Meetings

In-person meetings of the ANA-NY Board of Directors are open to organization members. The Board of Directors encourages membership attendance at board meetings as a valuable means of understanding the scope of the organization's responsibility for issues confronting the profession, roles and relationships within the organization and relationships with other organizations.

Policies governing members' attendance at board meetings include these provisions:

- A member desiring to attend a board meeting shall so notify the President not less than seven days prior to the scheduled meeting date.
- Attendance at meetings of the Board of Directors shall be at the expense of the member.
- Members may attend a board meeting based on space availability. Should the number of requests exceed space availability, they will be accepted in the order received for the next scheduled meeting(s).
- Members attending a meeting of the Board of Directors shall have no vote on the deliberations of the Board of Directors. Members may be called upon to speak after all board members have spoken on an issue or at the discretion of the chair.
- The dates, times and places of meetings of the association's Board of Directors shall be listed on the "Members Only" section of the ANA-NY website.
- The Board of Directors retains the right to meet at any time in closed Executive Session, as deemed necessary or appropriate.
- The Board of Directors may, for circumstances deemed necessary, cancel and/or reschedule, the date, time, delivery, or location of a meeting. Should this happen, every reasonable effort will be made to notify those who have indicated an intent to attend. However, ANA-NY shall not be responsible for any inconvenience or cost incurred by a member for failure to receive notice of the change in meeting date, time, delivery, or location.

**Adopted: April 25, 2015**

**Reviewed: April 28, 2025**

**Revised: December 7, 2018**

### Policy 2.7.1 Members' Review of Minutes of Open Board Meetings

- Members of ANA-NY have the right to full disclosure of the minutes of open board meetings.
- Approved minutes of Board and Executive Committee meetings are posted on the "Members Only" section of the website for the time period between Governing Assembly sessions.
- Requests for review of minutes of open sessions of the board must be submitted in writing to the Executive Director.

**Adopted: April 25, 2015**

**Reviewed: April 28, 2025**

**Revised: December 8, 2018**

## Policy 3.1 Nominations and Election

- Only members of ANA-NY may be nominated for office. No member of the Nominations and Elections Committee may run for elected office while they are serving on this committee. Members of the Nominations and Elections Committee may run for ANA Membership Assembly.
- Nominations shall be solicited by the Nominations and Elections Committee for the positions of Officers and Directors-at-Large, members of the Nominations and Elections Committee, and representatives and alternates to the ANA Membership Assembly other than the President and Vice-president.
- The involvement of the Executive Director shall be limited to providing staff support to the committee, clarification of and adherence to association policy and procedure around the election process and contact information for the contracted independent third-party vendor conducting the election.
- ANA-NY members shall be eligible to serve in only one elected office at any one time. A member is not eligible to run for a position as officer of the Board while concurrently serving as an officer of another organization's Board with which ANA-NY has a fiduciary relationship that can be interpreted as a conflict of interest. This provision does not apply to the position of ANA Membership Assembly representatives and alternates.
- A good faith effort will be made to place at least two nominees for each elective position to be filled on the ballot.
- A copy of the ballot shall be submitted by the chair of the Nominations and Elections Committee directly to the independent third-party vendor conducting the election.
- Elections shall be by secret ballot conducted through an independent third-party vendor.
- All elections shall be conducted in the third quarter of the calendar year.
- All ANA-NY members current in their dues payment as of the record date are eligible to vote. The record date is the first day of the month in which the election is conducted.
- All elections are for a two-year term and determined by plurality vote.
- Members may vote for a member whose name does not appear on the ballot by writing in the name of that member. Notwithstanding the write-in vote, such member shall not be elected unless eligible for and willing to serve in such positions.
- Members may not vote by proxy.
- The chair of the Nominations and Elections Committee shall receive the vote count and report the results to the Board of Directors and membership.

Adopted: November 17, 2017

Reviewed: December 16, 2025

Revised: October 21, 2018

## Policy 3.1.1 Timeline for Release of Slate for Association Elections

The slate of candidates will be distributed to the membership at least 3 weeks prior to the opening of the election, but after the record date.

**Adopted: November 17, 2017**

**Reviewed: December 16, 2025**

**Revised:**

## Policy 3.1.2 Election Protest

The Nominations and Elections Committee shall be responsible for resolving any dispute regarding the eligibility of a member to vote, eligibility for position, or voting results. Appeals of the election results must be submitted, in writing, to the Nominations and Elections Committee chair within 30 days of the announcement of the election results at the Governing Assembly.

**Adopted: November 17, 2017**

**Reviewed: December 16, 2025**

**Revised:**

## Policy 3.2 Simultaneous Service in Elected and Appointed Positions

A member may serve in both an elected and appointed position if approved by the Board of Directors.

**Adopted: November 17, 2017**

**Reviewed: December 16, 2025**

**Revised:**

## Policy 3.3 Guidelines for Campaign Conduct

### Limitations on Contributions

- No employer is permitted to make a contribution to promote the candidacy of any person, and no candidate may receive any employer contributions made to promote his or her candidacy. This prohibition includes a ban on monetary contributions and the use of an employer's stationery, equipment, facilities, personnel or other resources to promote a candidate. The prohibition on employer contributions extends to every employer, regardless of the nature of the business or whether any union represents its employees.

- No labor organization is permitted to make a contribution to promote the candidacy of any person, and no candidate may receive any labor organization contributions made to promote his or her candidacy. This prohibition includes a ban on monetary contributions and the use of a labor organization's stationery, equipment, facilities, personnel or other resources to promote a candidate.

### **No Campaigning on Paid Time**

No member may campaign for him/herself or for any other candidate during time that is paid for by any employer provided, however, that campaigning incidental to work or during paid vacation, paid lunch hours or breaks, or similar paid time off is permitted.

**Adopted: November 17, 2017**

**Reviewed: December 16, 2025**

**Revised:**

### **Policy 3.4 Advance Release of Election Results to Candidates for Association Positions**

- Upon receipt of the vote count from the independent third-party vendor, the Nominations and Elections Committee will review the counts and determine the election results.
- The Board of Directors and Candidates will be notified of the results by the Nominations and Elections Committee chair.
- The membership will be notified of the vote counts and the election results by the Nominations and Elections chair, or designee, at the Governing Assembly.
- Membership Assembly Representatives and Nominations and Elections Committee chair and chair-elect are selected by plurality.

**Adopted: June 22, 2015**

**Reviewed: December 16, 2025**

**Revised: May 8, 2019**

## Policy 4.1 Role of ANA-NY in ANA Nominations Process

ANA will email a call for nominations to all of its members. This call would be for election to ANA positions or for appointment to committees and task forces. When this call is sent out from ANA, then ANA-NY will send an email to all its members encouraging them to consider submitting their names. This email will also request that they contact ANA-NY for assistance and to inform the Board of their submission for nomination.

The Board can also reach out to members of ANA-NY to encourage them to submit their names. Encouragement of members to apply must also take into account:

- Membership in ANA-NY is required.
- The board of directors will give special consideration to:
  - special knowledge and expertise
  - attention to diversity
  - inclusion of nurses from all settings

**Adopted: November 17, 2017**

**Reviewed: September 9, 2024**

**Revised:**

### Policy 4.1.1 Assistance to Candidates

Upon notification that an ANA-NY member has been nominated for an ANA elected office, ANA-NY will:

- Verify that the individual is a member of ANA-NY.
- Send congratulatory letter to the ANA-NY member, include guidelines for successful campaign and offer to assist with their campaign. If the member accepts the offer for assistance, ANA-NY will provide the candidate with the names of ANA-NY representatives to ANA Membership Assembly to contact for campaign assistance.

**Adopted: November 17, 2017**

**Reviewed: September 9, 2024**

**Revised:**

## Policy 4.2 Role of ANA-NY in ANA and ANA-PAC Endorsements

The ANA-NY Legislation Committee, in conjunction with the ANA-NY Board of Directors may recommend to support candidates with ANA-PAC funds towards his or her campaign for office. After board approval, the ANA-NY president and Executive Director will make an official written recommendation to the ANA-PAC.

ANA's Political Action Committee (ANA-PAC) is key to ANA's legislative success. A political action committee not only raises money to contribute to candidates running for Federal political office, but also increases member participation, empowers its members to play a greater role in the development of public policy, and better positions the profession in the legislative arena. ANA-PAC is an unincorporated committee of the ANA-Board of Directors. It is a segregated fund used for the purposes of supporting candidates for Federal office.

**Adopted: November 17, 2017**

**Reviewed: September 9, 2024**

**Revised:**

### [Policy 4.3 Subsidy for ANA-NY Representatives to ANA's Membership Assembly](#)

ANA-NY representatives to ANA's Membership Assembly are eligible to be reimbursed for registration, lodging, and meals not included at the meeting as determined by the ANA Board of Directors. Alcohol is not reimbursable. If ANA does not reimburse the listed expenses, ANA-NY will reimburse the representative(s).

The ANA-NY Board of Directors will determine the number of alternates that will be sent to ANA's Membership Assembly each year. ANA Membership Assembly alternates will be reimbursed for registration, travel, lodging, and meals not included at the meeting as determined by the ANA-NY Board of Directors. Alcohol is not reimbursable.

**Adopted: November 18, 2017**

**Reviewed: April 28, 2025**

**Revised:**

### [Policy 4.3.1 Subsidy for ANA-NY Observers to ANA's Membership Assembly](#)

Members of ANA-NY wishing to attend the ANA Membership Assembly as an observer shall petition the ANA-NY Board of Directors. The board will determine the number and amount of reimbursements that will be available each year.

**Adopted: November 18, 2017**

**Reviewed: April 28, 2025**

**Revised:**

## Policy 5.1 Travel, Reimbursement and Honoraria for Board of Directors

The ANA-NY Board of Directors shall receive reimbursement for travel expenses when performing the duties of the board including, but not limited to: board meetings, annual meeting and conference attendance, and speaking engagements representing ANA-NY. Board members are not reimbursed for attendance at social or political events.

Itemized and substantiated receipts must accompany all expense vouchers. Unsubstantiated expenses will not be reimbursed. For expenses with an unattainable receipt, please provide explanation on the expense voucher for reimbursement consideration.

Expense vouchers for *travel, meals, and lodging* must be received within 60 days after the last day during which the ANA-NY activity took place. Expenses will not be reimbursed after this date.

**Adopted: November 18, 2017**

**Reviewed: April 17, 2023**

**Revised: December 7, 2018**

### Policy 5.1.1 Remuneration of ANA-NY President

The ANA-NY President shall receive an annual stipend as specified in the budget approved by the Board of Directors for expenses incurred beyond travel expenses otherwise reimbursed.

**Adopted: November 18, 2017**

**Reviewed: April 17, 2023**

**Revised: December 7, 2018**

## Policy 5.2 Guidelines for Honoraria for Association Services

Honoraria for association services will be determined by the ANA-NY Board of Directors. The Board of Directors will exercise due diligence in determining the amount of the honoraria based on current market value of service(s) provided. Individuals receiving stipends and/or honoraria will be asked to complete a W-9 and will be issued a Form 1099 at year end.

**Adopted: November 18, 2017**

**Reviewed: April 17, 2023**

**Revised: January 9, 2018**

## Policy 5.3 Reimbursement of Expenses Incurred During Participation in Association Activities

Members will be reimbursed for expenses incurred in conjunction with participation in ANA-NY activities according to the following criteria:

- Only necessary, actual, and reasonable expenses incurred by ANA-NY representatives while in attendance at association meetings or functions will be reimbursed.
- Itemized and substantiated receipts must accompany all expense vouchers. Unsubstantiated expenses will not be reimbursed. For expenses with an unattainable receipt, please provide explanation on the expense voucher for reimbursement consideration.
- Mileage reimbursement will be at the rate allowed by the IRS.
- Overnight hotel accommodations will be reimbursed at the rate secured by ANA-NY at a designated hotel. Sharing rooms is encouraged. Members must cancel their hotel reservation if they will not be using the room.
- Only ANA-NY-related phone calls will be reimbursed.
- Reasonable expenses up to a maximum of \$350 per meeting will be reimbursed for the least expensive mode of travel, hotel room, and meals. If reasonable expenses exceed \$350, prior approval is required from the ANA-NY Board of Directors.
- Meal expenses must be substantiated by an itemized receipt at a \$40 per day maximum. Alcoholic beverages will not be reimbursed.
- Expense vouchers *for travel, meals, and lodging* must be received within 60 days after the last day during which the ANA-NY activity took place. Expenses will not be reimbursed after this date.
- Reimbursement for attendance at the ANA Annual Membership Assembly meeting will be determined by the board of directors annually.
- The policy for reimbursement for participation in association activities is subject to periodic review by the Finance Committee and board of directors.

Adopted: March 28, 2014

Reviewed: April 17, 2023

Revised: March 25, 2017

## Policy 5.4 Annual Meeting Honoraria and Expense Reimbursement

Honoraria – Keynote and plenary speakers will receive an honorarium in an amount determined by the ANA-NY Board of Directors.

Expense Reimbursement – As determined by the ANA-NY Board of Directors, ANA-NY

will reimburse the following individuals for travel, lodging, and meals not included at the annual meeting., Alcohol is not reimbursable.

Itemized and substantiated receipts must accompany all expense vouchers. Expense vouchers for *travel, meals, and lodging* must be received within 60 days after the last day during which the ANA-NY activity took place. Expenses will not be reimbursed after this date.

This policy applies to:

- Board of Directors
- ANA-New York standing committee chairs and/or members presenting reports to the membership body
- Members of the Annual Meeting Committee
- Invited speakers

**Adopted: October 15, 2016**

**Reviewed: April 17, 2023**

**Revised: December 7, 2018**

### [Policy 5.4.1 Complimentary Conference Registration](#)

Annual Meeting and Conference registration will be waived for:

- ANA-NY Board of Directors
- Past-presidents of ANA-NY
- Hall of Fame Recipients for the Annual Meeting and Conference at which the award will be presented.

**Adopted: November 18, 2017**

**Reviewed: April 17, 2023**

**Revised:**

### [Policy 5.6 Investment Policy](#)

ANA-NY from time to time may have funds that exceed its monthly expenses. Should the balance in either the checking or savings accounts at any time reach \$225,000, the bookkeeper will notify the Executive Director, Treasurer, and President so that appropriate action can be taken to move these funds to the investment accounts.

**Adopted: June 3, 2016**

**Reviewed: April 17, 2023**

**Revised:**

## Policy 5.7 Audit Committee Policy

The Audit Committee shall be a standing committee of ANA-NY composed of a minimum of five (5) members, at least two (2) of whom shall not be a member of the Board of Directors. Neither the President nor the Treasurer may serve on this committee.

The Audit Committee is responsible for overseeing the accounting and financial reporting processes of the organization and the audit of its financial statements. The audit committee shall: review fiscal operations to ensure that they are consistent with the purposes and functions of ANA-NY, ensure that proper internal fiscal controls are in place, review the accuracy of financial accounting, recommend an accountant for the annual financial review or audit, review the annual report, and present the report to the Board of Directors for discussion and acceptance.

The Audit Committee is also responsible for annual review of conflict-of-interest statements and disciplinary decisions.

**Adopted: June 2, 2017**  
**Reviewed: April 17, 2023**  
**Revised: May 8, 2019**

## Policy 5.8 Approval of Expenses

The Executive Director has the authority to approve budgeted expenses for ANA-NY activities. Unbudgeted expenses over \$1,000 require the approval of the Board of Directors. The Audit Committee may request a random review of expense receipts.

**Adopted: May 8, 2019**  
**Reviewed: April 17, 2023**  
**Revised:**

## Policy 6.1 Job Descriptions

The ANA-NY Board of Directors ensures that job descriptions are developed, approved, and maintained for all employees. (See appendices)

**Adopted: November 18, 2017**

**Reviewed: September 9, 2024**

**Revised:**

## Policy 6.2 Staff Evaluations

The ANA-NY Board of Directors ensures that staff evaluations are conducted annually at the anniversary of hire for all employees and reflect job descriptions.

**Adopted: November 18, 2017**

**Reviewed: April 28, 2025**

**Revised:**

## Policy 6.3 Property maintenance

The Executive Director maintains ANA-NY property and resources in a cost-efficient manner and recommends purchase, upgrade, or replacement consistent with the ANA-NY's mission and strategic directives.

**Adopted: November 18, 2017**

**Reviewed: September 9, 2024**

**Revised:**